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FOOD SERVICE MANAGEMENT GENERAL MESSES



NAVSUP Publication 486
Volume I

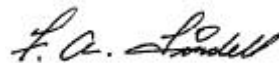
Revision of November 1998

NAVSUP P-486 Volume 1 - Food Service Management

**NAVY DEPARTMENT
NAVAL SUPPLY SYSTEMS COMMAND
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MECHANICSBURG, PA 17055-0791**

This publication is issued for the information and guidance of all food service management personnel. This publication supercedes change 1 to Revision 3 of 15 May 1995.

NAVSUP issues its policies to general messes through this publication, which defines in detail the actions of general mess personnel in preparing meals, professional guidance on nutrition, automated financial management, managing inventory, maintaining accountability for stock and money, monitoring use and consumption, and preparing reports for headquarters. This publication provides ways to perform key functions.



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Food Service Director
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NAVSUP P-486 Volume I – Food Service Management

CHANGES IN PROCEDURES

This is a complete publication revision. All sections should be reviewed for familiarity with new procedures. There are no distinctive markings to highlight changes to procedures.

NAVSUP P-486 Volume I – Food Service Management

INTRODUCTION TO FOOD SERVICE MANAGEMENT – GENERAL MESSES

PURPOSE

The procedures contained in this publication establish policy for the operation and management of Navy general messes afloat and ashore. The procedures are designed to assist food service personnel in the proper performance of their assigned duties and to aid them in understanding and fulfilling the responsibilities of their individual task associated with general mess operations.

The procedures in this publication are the minimum essential to good food service management and are mandatory unless specifically stated as being optional. However, these procedures are not limiting when conditions warrant additional controls, and heads of supply departments, commanding officers, or higher authority may supplement procedures not in conflict with this publication when it is considered necessary.

A companion publication, Food Services Management – Officers Quarters and Messes Afloat and Chief Petty Officer Messes Afloat, has been issued as Volume II.

AUTHORIZATION

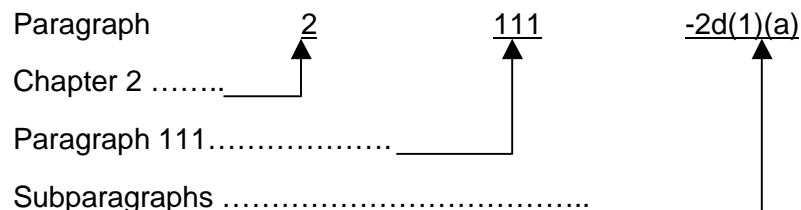
This publication is issued for the information and guidance of all persons in the Naval Establishment under the authority of Article 1202, Naval Regulations. The Commander, Naval Supply Systems Command may authorize in writing, deviations from the instructions contained in the publication, provided the matter concerned is entirely under the cognizance of the Naval Supply Systems Command.

ARRANGEMENT OF SUBJECTS

The chapters of the publication are organized so the topics are in order as they occur under working conditions. An attempt also has been made to place all topics of a similar nature in the same chapter. Since there is much overlapping in the subjects discussed, complete separation of complimentary topics would not always be desirable. The present subject order sequence is designated to make it possible for the reader to pursue all aspects of a particular topic of interest with only a limited need for cross reference to other sections of the publication.

PARAGRAPH NUMBERING SYSTEM

The four digit paragraph number and its subparagraph designations may be broken down as follows:



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Reference to Food Service Management -- General Messes in correspondence, messages, etc., will be shown in the following manner:

NAVSUP Publication 486 Volume I, par. 2111

NAVSUP Publication 486 Volume I, par. 2111- 2d(l)

NAVSUP Publication 486 Volume I, paras. 2111-2114

Paragraphs and subparagraphs may contain itemizations in which case reference to a specific item may be made as follows:

NAVSUP Publication 486 Volume I, par. 2111- 2d(l)(a) item 2

PAGE IDENTIFICATION

PAGE NUMBERS

The pages of this publication are numbered in a separate series for each chapter. The pages of a chapter are numbered in sequence with arabic numerals from 1. Each page number is preceded by the number of the chapter. For example, the fifth page of Chapter 1 is numbered 1-5.

RUNNING HEADS

To facilitate finding paragraphs in this publication, each page is identified with a running head. The number in the upper left corner of the left page indicates the number of the first paragraph to begin on that page. The number in the upper right corner of the right page indicates the number of the last paragraph to begin on that page. If no paragraph begins on a page, the paragraph number appearing in the upper corner of the page is the last paragraph to begin on preceding pages.

ILLUSTRATIONS

The purpose of the illustrations in this publication is to show by means of charts or filled in forms the principles and procedures explained in the text. The illustrations do not necessarily show current names, dates and figures. These details are included so that the principles outlined in the written instructions may be delineated.

TABLE OF CONTENTS AND INDEX

The organization of this publication makes it possible to locate desired information easily by referring to the table of contents in the front of the publication to determine general location, and to the table of contents at the beginning of each chapter for specific location.

It is suggested that the reader follow the organization of the table of contents in locating desired information. Such information as does not logically lend itself to location by this method may be located by reference to the index at the end of the publication.

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CHAPTER 1

ORGANIZATION, ADMINISTRATION AND SECURITY

PART A: ORGANIZATION

1000 PURPOSE

The purpose of the general mess is to provide Navy enlisted members with wholesome nutritional rations-in-kind. The general mess fulfills this purpose through proper preparation and service of the daily food allowances authorized by law and the Department of Defense Food Cost Index.

1001 AUTHORITY

General mess activities are organized under the operational control of the Commanding Officer or commander of the vessel or shore activity who provides staffing and funding for that operation. Establishment, disestablishment, management, control and inspection for compliance are all operational line functions. However, the Naval Supply Systems Command (NAVSUP) is responsible for issuing Navy policies and methods for safeguarding naval material and providing technical guidance and direction to naval activities concerning execution of supply policies and methods.

1002 NAVAL SUPPLY SYSTEMS COMMAND

The Deputy Commander for Support Services (SUP 05) is responsible for administering the Navy food service program under authority delegated by the Commander, Naval Supply Systems Command. The mission of SUP 05 includes technical direction and financial control of Navy general messes and responsibility for administrative and technical guidance for officers' quarters and messes afloat and chief petty officers' messes afloat. The Deputy Commander for Support Services provides subsistence funding and policies that enable operational commands to serve meals high in quality and nutrition, adequate in quantity, in an appealing and sanitary manner. Within the NAVSUP directorate for support services responsibility for the food service program is assigned to the Food Services Division (SUP-51).

1003 NAVY FOOD MANAGEMENT TEAMS AND DETACHMENTS

The Navy Food Management Teams (NFMT) and detachments are field activities of SUP 51. The mission of the Navy Food Management Team is to assist ships and ashore activities in raising the quality and standards of food service. They provide training and assistance in a variety of functional areas. Details of their services and means of requesting training are provided in Appendix H.

1004 AUTHORIZATION AND ESTABLISHMENT - AFLOAT

The Commanding Officer, the Prospective Commanding Officer, or the Officer in Charge of a ship may establish a general mess. A general mess is established when food service personnel and equipment have been provided. The ship must notify SUP 51 by letter 30 days

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before establishing a general mess so that operating instructions and information can be forwarded. Information in the notification letter will include the target date for starting operations, the anticipated number to be fed, telephone, fax numbers, email address, Food Service Officer's name, the ship's UIC, and the ship's assigned home port.

1005 AUTHORIZATION AND ESTABLISHMENT - ASHORE

1. **GENERAL.** Correspondence concerning the establishment, consolidation, permanent closing, or any other actions affecting efficient use and operation of general messes ashore must be staffed through the normal chain of command. After approval of any change SUP 51 must be notified before implementation.

2. **REGULAR MESS.** The Commanding Officer, Prospective Commanding Officer, or Officer in Charge of any shore activity may initiate a request to establish a general mess. The request is forwarded to the major claimant through the chain of command and will contain the following information:

- a. location of the nearest military service appropriated fund general mess;
- b. anticipated number of personnel to be fed;
- c. how and where personnel are currently fed;
- d. explanation why current feeding situation cannot continue;
- e. statement that adequate food service personnel and equipment will be available for efficient general mess operation;
- f. telephone, fax numbers, and email address;
- g. Food Service Officer's name; and anticipated start date of General Mess Operations.

Upon approval, the activity will forward the request to SUP 51 at least 90 days in advance of the proposed starting date of operation. SUP 51 will forward operating information and instructions.

3. **BRANCH GENERAL MESS.** Requests submitted to the major claimant for establishing a branch mess must include justification based on necessity. This request will include:

- a. justification for establishment (that is, when food service operations are continually required at a remote location from the established general mess); and
- b. anticipated benefits (for example, consolidated returns, central administrative control, and reduced administrative workload).

The activity will provide SUP 51 a copy of the justification and approval. The officer responsible for the parent (established) general mess will also be responsible for the operation and administration of the branch mess. The branch mess returns will be consolidated with the parent general mess before submission.

4. **CONSOLIDATION, MODIFICATION, OR PERMANENT CLOSING.** The major claimant must review any request to consolidate, modify, or permanently close a general mess ashore. After receipt of approval, the activity will provide the following information to SUP 51 for informational purposes:

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- a. justification for proposed action,
- b. anticipated cost savings,
- c. plans for feeding personnel, and
- d. planned use of food service personnel.

This information is not required if the entire activity has been disestablished unless there are remaining personnel in the area that are affected.

5. ASSISTANCE. If requested, SUP 51 will provide assistance in reviewing general mess operations being considered for establishment, modification or closure.

1006 GENERAL MESS ORGANIZATION CHART

1. GENERAL. Figure 1-1 shown below displays a typical organizational chart for a Navy general mess. The Commanding Officer may authorize changes in area of responsibility assignments.

2. ORGANIZATION OF THE GENERAL MESS.

- a. Records Branch:
 - (1) requisitions food items,
 - (2) maintains stock records, and ensures sufficient food stocks,
 - (3) maintains general mess records, and
 - (4) prepares inventories, submits reports and maintains financial returns.
- b. Food Preparation Branch:
 - (1) prepares watch bills for food production,
 - (2) prepares menus and recipe breakdowns,
 - (3) prepares food, and
 - (4) trains and supervises food handlers in sanitation and serving techniques.
- c. Subsistence Branch:
 - (1) receives, stores and issues subsistence, and
 - (2) completes appropriate documentation.
- d. Mess Services Branch:
 - (1) controls general mess access/identifies authorized patrons,
 - (2) maintains cleanliness of messing areas,
 - (3) maintains beverage service,

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- (4) conducts scullery operations, and
 - (5) details Food Service Attendants to other branches as needed.
3. SUPPORTING ESTABLISHMENT. Figure 1-2 represents the organization of the supporting establishment for general messes afloat and ashore.

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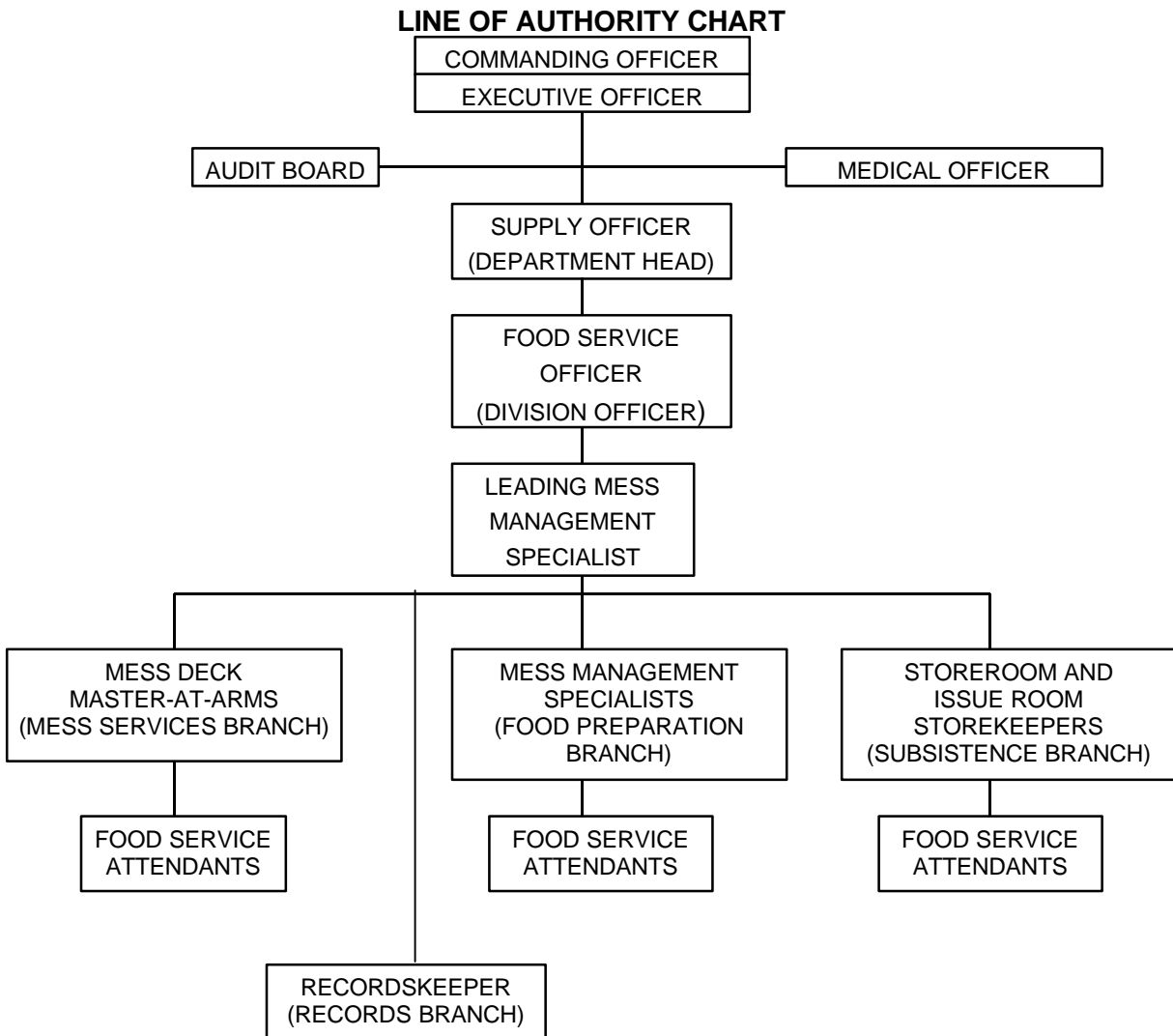


Figure 1-1

THE SUPPORTING ESTABLISHMENT

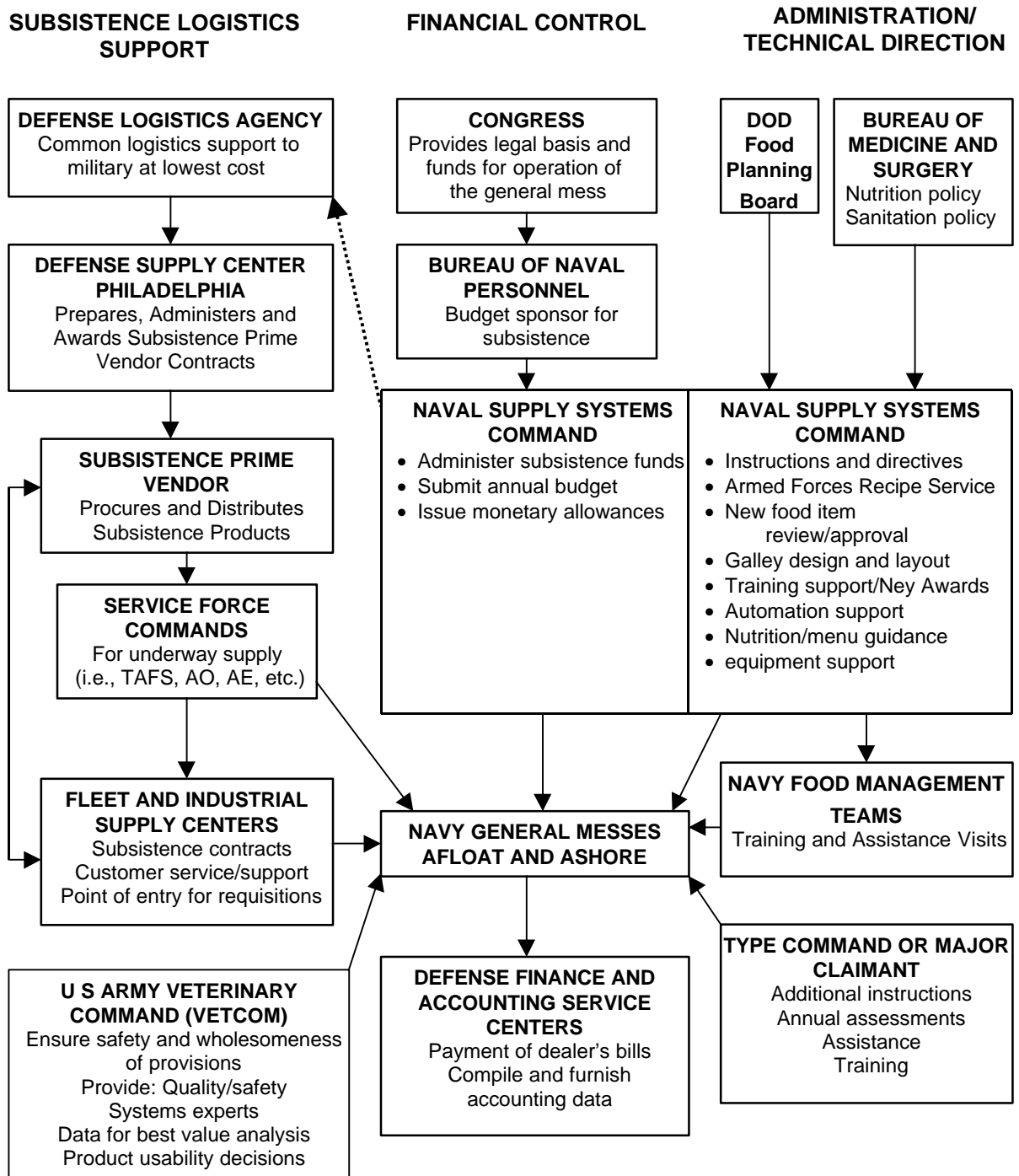


Figure 1-2

PART B: ADMINISTRATION - DUTIES AND RESPONSIBILITIES

1100 THE COMMANDING OFFICER

1. GENERAL. The Commanding Officer bears overall responsibility for administration of the general mess. According to U.S. Navy Regulations, the Commanding Officer shall require that records prescribed by current instructions be maintained properly and that personnel under his or her command maintain a satisfactory state of health. These two requirements are the basis of the Commanding Officer's responsibility for the general mess. Navy regulations further require that the Commanding Officer detail an officer or senior enlisted to sample meals served in the general mess on a regular basis. Should the designated meal sampler or any member of the mess object to the quality or quantity of the food, the Commanding Officer shall be notified and shall take appropriate action.

2. SPECIFIC REQUIREMENTS. The Commanding Officer shall approve in writing the following:

a. any relief of the Supply Officer by an assistant to assume the responsibilities of accountable Food Service Officer duties;

b. any authority for the general mess to serve meals to other than those individuals entitled to rations in kind, authority to sell meals for cash or credit, or authority to sell bulk food items;

c. the appointment of a control officer (or responsible enlisted) for cash sales of meals from the general mess;

d. the menu or changes thereto;

e. meal hours; and

f. the signing of the "Pledge of Service to our Patrons".

1101 THE EXECUTIVE OFFICER

1. GENERAL. The Executive Officer or, if delegated, the Personnel Officer is responsible for the following:

a. advising the Food Service Officer of any known significant changes in the estimated number of personnel to be fed for the following three days;

b. providing the information necessary to determine the category of visitors using the general mess;

c. recording and certifying on the quarterly General Mess Operating Statement the cumulative total number of "in-kind" rations that were allowed for the period as described in BUPERS Manual article 2640140-6;

d. assigning personnel to the supply department for temporary duty when manning documents or food service contracts do not provide permanent support for the following:

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(1) Mess Decks Master-at-Arms personnel shall be assigned as necessary for supervision of good order and maintenance of mess gear and spaces with a recommended tour length of at least 120 days;

(2) The Executive Officer will also establish circumstances and procedures under which the Food Service Officer may be required to furnish or preserve rations outside of normal meal hours for personnel on working parties or special details.

1102 THE DESIGNATED MEDICAL REPRESENTATIVE

The designated medical representative performs fitness-for-human-consumption inspections of subsistence at receipt and exercises constant surveillance concerning sanitary aspects of food preparation and service. The medical representative inspects food items when any doubt exists concerning fitness for human consumption. Items found unfit for use or possibly harmful to health will require reports as described in paras. 5300 and 5301. Hazardous material will be disposed of immediately except for samples required for analysis. The medical representative will assist the Food Service Officer in establishing and maintaining a food handler's training program. The medical representative inspects food service spaces in accordance with NAVMED P5010-1.

1103 THE SUPPLY OFFICER

1. **ASSIGNMENT.** The officer assigned to duty as the head of the supply department is the Supply Officer and will usually be an officer of the Supply Corps. The Supply Officer performs both supply and food service duties unless the Commanding Officer designates in writing an assistant to the Supply Officer as the Food Service Officer. (See sample letter in appendix B.)

2. **DUTIES AND RESPONSIBILITIES.** The Supply Officer's duties and responsibilities include:

- a. general supervision of food service operations;
- b. issuing instructions which set food service safety, precautions, sanitary regulations, and equipment operating instructions; and
- c. Navy Working Capital Fund accounting at activities carrying food in the Navy Working Capital Account.

1104 THE FOOD SERVICE OFFICER

1. **GENERAL.** Use of the title "Food Service Officer" in this manual indicates the individual accountable for general mess operations. The term "accountable officer" may include Supply Corps Officers, line officers or Chief Warrant Officers. If a qualified officer is not available to perform this duty, a request may be forwarded to SUP 51, via the Type Commander, to designate a senior enlisted member (E-7 through E-9) as the Food Service Officer for a six-month period, or until a qualified officer is available (whichever is less). SUP 51 will evaluate the requests on a case-by-case basis. The request must state why a qualified officer is not available to perform the duty, and when a qualified officer will be available. Only in extremely unusual circumstances that are fully documented, and for the absolute minimum period of time, will a request be considered for the designation of a senior enlisted member as the Food Service Officer for afloat activities. The selection, or non-selection, of a senior enlisted

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member to perform the duties of the Food Service Officer will not be used as the sole criteria for career advancement or future assignments. The Food Service Officer signs the general mess returns and is financially accountable and responsible for all general mess operations and is under the authority of the Supply Officer for the proper and efficient operation of the general mess. The Food Service Officer supervises the food service division and is responsible for ensuring that its organization and operation follow applicable portions of Navy Regulations, General Orders, and Naval Supply Systems Command, Support Services Directorate, Food Service Division (SUP 51), Fleet, Force, Type, and station commander directives.

2. **ACCOUNTABILITY AND CONTROL.** All food entrusted to the Food Service Officer actually belongs to the subsistence account for which the Support Services Directorate, Food Service Division (SUP 51) is held personally and legally responsible under Title 31 U.S. Code Section 1517, as the operating budget holder. Therefore all general mess food stocks should be issued and served in fulfillment of the ration entitlement or otherwise properly disposed. Similarly, money collected from the sale of bulk subsistence items or individual meals belongs to the subsistence account. The Food Service Officer is accountable under the authority of Support Services Directorate, Food Service Division (SUP 51) to the U.S. Navy for all food stocks and cash from food sales held as a part of the subsistence account. Accountable Food Service Officers shall take all prudent and necessary actions to protect the food and cash entrusted to their care.

3. **INSTRUCTIONS FOR FOOD SERVICE PERSONNEL.** The Food Service Officer will prepare safety, sanitary and operating instructions for equipment use, food preparation, and maintenance of spaces. All sanitary instructions must be concurred in by the supporting medical department. All instructions must have the approval of the Supply Officer and be made known and accessible to responsible food service personnel. These instructions may be approved individually, be part of a division, department or ships organizational manual or may be preapproved if in the form of placards obtained as cognizance symbol "I" material issued from responsible bureaus, offices or systems commands. All instructions concerning safety, operation of equipment and sanitation will be prominently posted near the equipment or function to which they pertain.

4. **PERSONNEL MANAGEMENT.** The Food Service Officer assigns duties to personnel based on their rate, ability, training, and aptitude. In no case will the bulk storeroom storekeeper (jack-of-the-dust) or the stores receiving inspector also be assigned as the general mess recordskeeper or have direct access to general mess records. Other personnel duties of the Food Service Officer include:

- a. obtaining and assigning strikers for the food service division;
- b. recommending advancements in rating;
- c. assigning evaluation marks;
- d. maintaining an on-the-job training program for all food service personnel;
- e. maintain a comprehensive Personal Qualification Standards (PQS) program, and
- f. ensure command programs to recognize outstanding food service personnel are established.

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5. **SANITATION AND ORDERLINESS.** Responsibility for food borne illness resulting from improper or careless preparation, serving or storage of food rests with the Food Service Officer. The Food Service Officer will require that all food service personnel receive initial and refresher courses in sanitation following current Secretary of the Navy instructions. Rules and regulations for general cleanliness, equipment and utensil sanitation, clean working uniforms, properly storing material, and sanitary procedures for preparing and serving food will be strictly enforced. The Food Service Officer will make thorough weekly inspections of all food service personnel and spaces. These inspections will ensure compliance with all food service rules and procedures as outlined in Food Service Operations (NAVSUP Pub 421) and NAVMED P-5010-1.
6. **PREPARATION AND SERVICE OF FOOD.** The Food Service Officer will review the menu to ensure that meals are nutritionally well balanced and variety is suited to crew preferences. The Food Service Officer will ensure all food is prepared following Armed Forces Recipe Cards or locally approved recipes and instructions on the Food Preparation Worksheet (NAVSUP Form 1090).
7. **MAINTENANCE OF SPACES AND EQUIPMENT.** The Food Service Officer's responsibility includes proper maintenance of all spaces and equipment in the food service division's assigned areas. Repairs or alterations to food service equipment and spaces require written notification to the Public Works Officer or Engineering Officer.
8. **REPORTS AND RETURNS.** The responsibility for maintaining required letters of authority/appointment, records and forms and for submitting required reports and general mess returns on time rests with the Food Service Officer. Appendices B and C list these letters of authority/appointment, forms and records. The Food Service Officer may use additional local forms and reports to operate the general mess and prepare returns.

1105 FOOD SERVICE PERSONNEL

Article 1158-2 of Navy Regulations prohibits any person employed by a general mess to receive money or other gifts from patrons of the facility. The Food Service Officer will ensure that food service personnel and food service attendants comply with this regulation.

1106 LEADING MESS MANAGEMENT SPECIALIST

1. **GENERAL.** The Leading Mess Management Specialist is the senior enlisted assigned to the food service division and is responsible to the Food Service Officer for the proper functioning of the division. The Leading Mess Management Specialist will be directly responsible for ensuring a high level of cleanliness in the general mess and for the proper sanitary preparation of rations in sufficient quantity, while remaining within prescribed monetary food allowances. Whenever possible, the duties of the Leading Mess Management Specialist will be performed by military personnel. If military personnel are not available, the duties may be assigned to government or contractor employees, subject to Type Commander approval.
2. **DUTIES.** Duties of the Leading Mess Management Specialist will include, but not be limited to supervision of the galley, bakery, and other assigned food service spaces. Among other duties that may be assigned the Leading Mess Management Specialist will:

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- a. ensure required records and forms are prepared, submitted, and maintained in accordance with NAVSUP directives;
- b. directly supervise all galley and related food service spaces;
- c. maintain all equipment, fittings, and cooking utensils at maximum efficiency;
- d. report needed corrective actions, repairs, or alterations to the Food Service Officer;
- e. supervise all personnel assigned to the galley and associated spaces;
- f. make food service watch assignments for Mess Management Specialists;
- g. muster assigned personnel, conduct personnel inspections for clothing, sanitation, and individual cleanliness, and report inspection findings and absentees to the Food Service Officer each morning;
- h. supervise food issue and preparation, instruct food service personnel in preparing food in the most economical, attractive, and appetizing manner possible within the Naval ration allowance (Preparation of food will be by use of the Armed Forces Recipe Service or locally approved recipes.);
- i. ensure that food is prepared or cooked to be ready as near the serving time as possible;
- j. ensure supervisors sample each item during preparation to ensure quality. This should be done early enough to take any corrective action considered necessary;
- k. ensure substitute items are equal to or exceed the acceptability factor of the item replaced (e.g., beef with beef, fish with fish);
- l. take every precaution to prevent food contamination, and ensure careful inspection of all food before preparation or serving;
- m. report any doubt concerning the quality of food to the Food Service Officer;
- n. enforce all ship and station regulations and food service watch section orders in the spaces;
- o. prepare the general mess menu for the Food Service Officer;
- p. ensure that perishable food items (especially fresh produce and dairy products) are monitored and used or transferred to preclude loss;
- q. Preparation Worksheet (NAVSUP Form 1090);
- r. perform other duties as may be prescribed by the Food Service Officer;
- s. monitor timely completion of Preventive Maintenance Systems (PMS) on all food service and damage control equipment;
- t. perform duties as Contracting Officer's Technical Representative (COTR) for Food Service Attendants contracts when assigned; and
- u. ensure the "Pledge of Service to our Patrons" is signed and appropriately displayed.

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3. **EXCEPTIONS.** In order to maintain a prudent separation of authority of accountability, no person other than the Food Service Officer and the assigned recordskeeper will have direct unrestricted access to accountable food service records. This restriction includes the Leading Mess Management Specialist. However, on ships and crafts with no officer of the Supply Corps assigned and on submarines or small vessels where Mess Management Specialist personnel levels are greatly restricted, the Food Service Officer may assign the Leading Mess Management Specialist to be the recordskeeper and to prepare accountable returns. In any case, the Leading Mess Management Specialist should be permitted controlled access to such general mess records as are required for proper menu and meal planning, for timely use of perishable food stocks and for ensuring endurance stocking of food. The Leading Mess Management Specialist shall likewise not be prohibited from providing advice and guidance on recordskeeping matters.

1107 MESS MANAGEMENT SPECIALIST DUTIES

1. **WATCH CAPTAIN.** The watch captain carries out the daily routine of work in the galley. The Mess Management Specialist assigned duties as the watch captain takes charge and directs all personnel in the galley watch section. The watch captain may also be assigned the responsibility for food production in the vegetable preparation room, the bakery and if established, the meat preparation room and flight galley during the watch period. The watch captain will ensure that all instructions of the Leading Mess Management Specialist including those on the Food Preparation Worksheet are carried out and that all food is wholesome and prepared in accordance with the Armed Forces Recipe Service and Food Service Officer approved local recipes. The watch captain will sample all food during production and again before the serving line is opened and will ensure the proper service of food. The safety and quality of food prepared, served and saved as leftovers during the assigned watch is the direct responsibility of the watch captain. Whenever possible the duties of the watch captain will be performed by military personnel. If military personnel are not available, the duties may be assigned to government or contractor employees, subject to Type Commander approval.

2. **RECORDSKEEPER.** The recordskeeper must be designated in writing by the Food Service Officer (see appendix B for example). The recordskeeper will report directly to the Leading Mess Management Specialist on all matters related to the financial management of the general mess and issues of accountability. Questionable circumstances will be referred to the Food Service Officer for resolution.

3. **BULK STOREROOM CUSTODIAN.** The bulk storeroom custodian must be designated in writing by the Food Service Officer (see appendix B for example). The bulk storeroom custodian duties will include:

- a. responsibility for all bulk subsistence storerooms in which dry, chilled and frozen provisions are maintained as well as the subsistence issue room if one is used;
- b. maintaining security and inventory accuracy of all accountable food and preserve its condition until issue or proper expenditure;
- c. reporting any compromise to accountability immediately to the Food Service Officer;
- d. reporting any potential loss of food stock as a result of storeroom conditions, such as flooding, fire or high temperature;
- e. monitors and records temperatures of chill and freeze storage areas;

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- f. maintains material condition of all storerooms; and
 - g. may act as receipt inspector when receiving subsistence items.
4. **COLLECTION AGENT.** A responsible Mess Management Specialist will be assigned as collection agent.
5. **CASHIER.** All general messes authorized to sell meals or bulk food items will appoint sufficient cashiers to ensure proper handling of funds. Any Mess Management Specialist assigned to the general mess may be a cashier. General messes with few cash sales may assign cashier duties to the watch captain or recordskeeper. Cashier duties may also be assigned to government employees, contractor personnel or the Master-at-Arms. Cashiers may not be assigned as the cash collection agent.

1108 MESS DECK MASTER-AT-ARMS

1. **GENERAL.** The Executive Officer will detail the Mess Deck Master-at-Arms to the food service division when the activity's billet structure does not specifically provide a permanent Mess Management Specialist for the job. Collateral duties or watches which interfere with the primary duties of a master-at-arms, except in unusual circumstances will not be assigned. Whenever possible, the duties of the Mess Deck Master-at-Arms will be performed by military personnel. If military personnel are not available, the duties may be assigned to government or contractor employees, subject to Type Commander approval.

The Mess Deck Master-at-Arms reports directly to the Leading Mess Management Specialist.

2. **DUTIES.** When assigned afloat, the duties of the Mess Deck Master-at-Arms are to:
- a. maintain all spaces and equipment in the serving line, scullery, and food waste handling areas except the areas under the cognizance of the watch captain;
 - b. coordinate food service attendant assignments with the Leading Mess Management Specialist for serving food, maintaining and cleaning of spaces and equipment, scullery operations, waste disposal, vegetable preparation and storeroom maintenance;
 - c. muster food service attendants daily, and inspect personnel thoroughly for neatness and cleanliness;
 - d. supervise cleaning of mess decks and gear, serving line, and scullery;
 - e. ensure scullery operation follows current instructions;
 - f. inventory and maintain adequate general mess gear to ensure sufficient quantities are available for serving periods;
 - g. administer a training and Personal Qualification Standards (PQS) program for food service attendants, that covers approved sessions on sanitation, scullery operations, and food handling;
 - h. maintain order and discipline in assigned areas; and
 - i. monitor headcount by using an appropriate hand-held counter.

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3. DUTIES ASHORE. When assigned ashore, additional duties of the mess decks master-at-arms will include:

- a. supervision of contract Food Service Attendants, if appropriate
- b. supervise the signing and control of the Meal Signature Record (NAVSUP Form 1291) and the Cash Meal Payment Book (DD Form 1544) to ensure proper procedures are followed;
- c. prepare the Recapitulation of the Meal Record (NAVSUP Form 1292).

1109 FOOD SERVICE ATTENDANTS

1. DUTIES. Food service attendants assigned to the general mess may be directed to perform any of the following duties:

- a. serve on the serving line;
- b. maintain cleanliness and sanitation of spaces and equipment;
- c. operate the scullery;
- d. handle and dispose of food wastes;
- e. load and unload supplies for the general mess;
- f. work in the vegetable preparation room; and
- g. wash cooking and baking gear in the galley and bakery.

2. ASSIGNMENT OF ENLISTED MEMBERS. Petty officers and noncommissioned officers will not be assigned as food service attendants unless nonrated personnel are not available as per Article 1064-1 of Navy Regulations.

3. NUMBER OF FOOD SERVICE ATTENDANTS. The number of food service attendants assigned will be sufficient to maintain a high standard of Navy food service and sanitation.

a. AFLOAT. The Ship's Manpower Document (OPNAV 1000/2) provides the allowances for food service attendants aboard all afloat units and is broken down by assignments to the general mess and the wardroom mess. Embarked Navy and Marine Corps Airwings' unit manning documents (e.g. Squadron Manpower Document) have an allowance for food service manning support. As a guide, it is recommended that the number of food service attendants provided to the mess decks will equal four percent of ships company and embarked tenant commands enlisted complements. The number of CPO attendants furnished will be on a one to fifteen ratio, and the number of rotational pool wardroom members assigned will equal twelve percent of its officer population.

b. ASHORE. Food Service Attendant support will be provided by contract.

4. STRIKERS FOR MESS MANAGEMENT SPECIALIST. Assigning various types of food service duties to Mess Management Specialist strikers will maximize training. Strikers receive valuable on-the-job training by helping rated Mess Management Specialists in performing skilled types of work. The same rules of conduct, cleanliness, and performance of duty for Mess Management Specialists will apply for strikers.

1110 CLOTHING FOR PERSONNEL

Basic mandatory requirements for food service clothing include cleanliness and sanitation. A traditional preference for white clothing items exists because the white color presents a sanitary appearance. It is not the responsibility of the individual to purchase “organizational” clothing when serving as galley staff. If the command deems it necessary to have nonstandard issue clothing items worn by galley staff, then the command must purchase those items using operation and maintenance allotment funds. Clothing for civilian personnel employed as general mess attendants will be issued as required by contract and hiring specifications.

1111 ACCOUNTABILITY

1. GENERAL. The degrees of accountability to the United States cannot be set forth in detail because of the many fine distinctions contained in rulings of the courts, in opinions of the Attorney General, in decisions of the Comptroller General, etc. A final conclusion on any question of accountability generally depends upon the facts involved in that particular case; the rule expressed, although of general interest, may not be for general application. The definitions in subparas. a, b, and c describe the accountability relationships involved in handling stock and moneys.

a. Accountable Officer. The term "accountable officer" will be construed to mean an individual detailed to duty involving financial responsibility for public funds and property in his/her custody.

b. Accountable Officer Submitting Returns. For the personal accountability of subsistence returns, the term "accountability" is defined as the obligation to render an accounting of property and funds imposed upon an individual. This individual is charged by law, lawful order, or regulation with the responsibility for keeping accurate records of public funds or property and assumes a public trust that such funds or property will be utilized for purposes authorized by law or regulations. The property or funds may or may not be in the physical possession of the accountable officer.

c. Accountable Person Not Submitting Returns. An accountable person not submitting returns is a person who, in the performance of the primary duties of their official position, designation, or assignment, and within the limits of the authority vested in them, is required to receipt for and to assume jurisdiction and continuous security over public funds or public property which may come into their physical possession because of their position, designation or assignment. In addition, the accountable person is required to exercise immediate personal supervision of the stowage, the storage spaces, the maintenance of required records, and the proper disposition of the funds or property.

2. ACCOUNTABLE POSITIONS. Under the above definitions accountable positions in the general mess are those of the Food Service Officer, the bulk storeroom custodian, the cashiers and collection agents (if any are appointed).

3. ABSENCE OR INCAPACITY OF AN ACCOUNTABLE PERSON. When a person who is accountable for public property in connection with supply functions, or who is accountable for public funds representing the proceeds of sales of food items or meals sold from the general mess, becomes physically incapacitated to perform their duties or commences a period of authorized absence, such as leave or temporary additional duty, the Commanding Officer may permit that the duties of the accountable persons be performed, with the consent of that

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person, by another person qualified to perform for that person the accountable duties involved. If, in the opinion of the Commanding Officer, the best interests of the Government will not be served by this procedure the Commanding Officer will follow the procedures for providing a relief as prescribed in NAVSUP Publication 485 or other applicable regulations.

1112 FINANCIAL LOSSES AND ACCOUNTABILITY

1. GENERAL. The member designated as the Food Service Officer becomes financially accountable for funds collected from sales of meals and food items, and for subsistence stocks supporting general mess operations. As the accountable officer, the Food Service Officer is required to reimburse the Government for all losses of property or funds resulting from thefts, uncollected payments for credit sales of meals, etc. If circumstances warrant, the Food Service Officer may request relief from financial accountability, using the guidelines specified in subpara. 3. JAGINST 5800.7C, Change 2, paragraph 0249, defines "major loss of funds" as those losses of \$750.00 or more or any physical loss where there is evidence of fraud within the accounting function. A JAG investigation is required for every major loss of funds.

2. LOSSES OF \$5.00 OR LESS. Losses due to cumulative cash differences during any single month amounting to \$5.00 or less will be reported on line 4 of Ration and Sales (NAVSUP Form 1357) in accordance with para. 7011-3 and no further action is required.

3. REQUESTS FOR RELIEF OF FINANCIAL ACCOUNTABILITY

a. Losses less than \$750. If the loss is less than \$750 and no theft, embezzlement, fraud, fault, or negligence of the accountable officer is involved, a letter requesting relief from financial accountability should be submitted by the Food Service Officer via the chain of command to the Support Services Directorate, Food Service Division (SUP 51). If JAG or NISO investigations have been conducted, copies of the reports must be forwarded with the Commanding Officer's endorsement. The Commanding Officer's endorsement must include, as a minimum, information covering the items listed below:

- (1) specific duty assignment of the individual requesting relief at the time of loss;
- (2) experience of individual, or lack thereof;
- (3) when, how, and by whom loss was discovered;
- (4) actions taken to verify loss and determine how loss occurred;
- (5) when last cash count was made and balanced, prior to discovery of shortage;
- (6) prevailing circumstances at time of loss (such as special/physical conditions, security, storage conditions, regulations established/enforced);
- (7) procedures in use to reduce possibility of losses or shortages;
- (8) statement that pertinent regulations, instructions were followed/not followed;
- (9) past involvement of individual, if any, in other losses;
- (10) statement as to whether or not theft or criminal actions were involved;
- (11) manner in which loss is currently being carried in activity records; and

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(12) an opinion as to whether or not the loss or deficiency was caused by the individual's fault or negligence.

b. Losses of \$750 or More. If the loss is \$750 or more, or theft, embezzlement, fraud, or fault/negligence of the accountable officer is involved, and relief from financial accountability is being requested, a letter from the Food Service Officer to the Commander, Naval Supply Systems Command via the chain of command with SUP 51 as the last via addressee, will be initiated. The Commanding Officer's endorsement should include coverage of all of the items listed in subpara. 3a. A JAG investigation is required and, if applicable, a NISO investigation will also be conducted. Copies of all investigations must be forwarded with the Commanding Officer's endorsement.

1113 LETTERS OF AUTHORITY, AUTHORIZATION, AND APPOINTMENT

1. GENERAL. Letters of authority designate personnel to act on behalf of another person or persons of higher authority. Letters of authorization permit certain functions or actions. Letters of appointment assign responsibility and authority to designated personnel to administer a specific function. The Food Service Officer is required to maintain a current file of all such letters pertinent to the operations of the Food Service Division. (Sample letters of authority, authorization and appointment are in Appendix B.)

2. LETTERS OF AUTHORITY. Letters of authority which may be required in the food service division are:

a. Commanding officer's letter designating an assistant to the Supply Officer as the Food Service Officer. (See para. 1100)

b. Food Service Officer's letter designating the person authorized to receipt for food items in their absence. (See para. 5203).

c. Mess treasurer's letter designating a person to requisition food items for a private mess. (See para. 6302-1)

3. LETTERS OF AUTHORIZATION. Letters of authorization which may be required in the food service division are:

a. Commanding officer's letter authorizing the cash sale of meals from the general mess. (See par. 2001-1).

b. Commanding officer's letter authorizing the sale of meals from the general mess on a credit basis. (See par. 2201-2).

c. Commanding officer's letter authorizing sale of food items to activities other than afloat private messes. (See par. 6300-1).

d. Commanding officer's letter authorizing sale of food items to afloat private messes. (See par. 6301).

e. Commanding officer's letter authorizing a change fund for the general mess. (See par. 2202-4)).

f. Supply Officer's letter authorizing an individual to hold the Group II master key. (See par. 1202-3).

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g. Wardroom Officer/Mess Treasurer's letter authorizing an Mess Management Specialist to maintain the NAVSUP Form 1046. (See para 2201-2b(1))

4. LETTERS OF APPOINTMENT. Letters of appointment that may be required in the food service division are:

a. Commanding officer's letter appointing a control officer for the handling and security of the Cash Meal Payment Book, DD Form 1544. (See para. 2201-1b(2)).

b. Food service officer's letter appointing an individual to supervise the signing of the Meal Signature Record, NAVSUP Form 1291. (See para. 2303-2b).

c. Food service officer's letter appointing an individual to be a collection agent or authorized funds custodian. (See para. 2202-2d).

d. Food service officer's letter designating a cashier to receive payment for meals sold from the general mess. (See para. 2201-1a).

e. Food Service Officer letter designating the Bulk Storeroom Custodian (See para. 1107-f.)

f. Food Service Officer letter designating the recordskeeper (See para.1107-2).

1114 FOOD SERVICE EVALUATION/TRAINING/ASSESSMENT CHECKLIST

1. GENERAL. NAVSUP P-486, Vol. I, are the minimum standards and requirements for all general messes unless otherwise directed by the type commander, major claimant, Commanding Officer, Supply Officer or Food Service Officer. General messes should review type commander/major claimant instructions governing any rules or regulations on increased standards over and above those outlined in this manual.

2. EVALUATIONS, ASSISTANCE TRAINING AND ASSESSMENTS. Various methods are used in maintaining and improving the quality of food service operations for general messes. They are through Food Management Team assist visits, Logistics Material Assessments/Supply Management Assessments (LMA/SMAs) and Ney Memorial Awards Evaluations. A consolidated, standardized checklist is provided as Appendix I and will be used for all evaluations, training assist visits and assessments. This checklist details all the minimum standard requirements as outlined throughout NAVSUP P-486, Vol. I. As outlined in subpara. 1, each activity must review Type Commander/Major Claimant instructions that provide additional or increased standards as those outlined in the checklist.

3. USAGE. Appendix I was developed to encompass all situations regardless of how a general mess operates, i.e., subsisting private messes out of the general mess, having a flight galley, being an ashore or afloat general mess, etc. To determine grade, divide total points assigned by total points applicable.

PART C: FOOD SERVICE SPACES AND SECURITY

1200 STOREROOMS AND COMPARTMENTS

1. **GENERAL.** Food service spaces include both accountable and non-accountable areas. Storerooms contain food items that are desirable, highly pilferable and easily convertible to personal use. The galley and other food production areas contain equipment that can be dangerous or damaged if improperly used. Therefore all food service spaces except for common access areas such as the mess deck and passageways should be locked when not attended and only authorized personnel should be allowed in those spaces. All food service spaces will be identified to indicate functions, contents, the person responsible for the space and personnel to contact in case of an emergency. Utilize the standard Navy placard (NSN 0118-LF-020-3200).
2. **ACCOUNTABLE SPACES.** All bulk subsistence storerooms, including refrigerated storerooms for keeping chilled and frozen food are accountable spaces. The subsistence issue room, if used, is also an accountable space. All food in these spaces is to be recorded on the inventory cards maintained by the recordskeeper. All subsistence in these spaces is in the custody of the bulk storeroom custodian who is responsible to the accountable Food Service Officer for its safekeeping. Storage spaces will be maintained in a neat and orderly fashion and food items stored in accordance with applicable regulations and as outlined in Appendix G of this manual and Chapter One of the Manual of Naval Preventive Medicine (NAVMED P-5010-1). Temperatures of bulk refrigerated spaces will be taken from thermometers inside the spaces at least twice daily and recorded in a log maintained by the bulk storeroom custodian. The engineering department is required to maintain a separate log with temperatures taken from remote sensors. Temperature problems will be immediately reported to the Food Service Officer. Access to these spaces will be strictly controlled by the bulk storeroom custodian.
3. **NONACCOUNTABLE SPACES.** Access to all food preparation and holding spaces and the scullery should be restricted to prevent injury to personnel, damage to equipment or contamination of food and mess gear. Common use areas should normally only be secured long enough to complete cleaning and during periods of setting up for meals.

1201 SECURITY OF FOOD SERVICE SPACES

1. **GENERAL.** The following general security rules will apply to food service spaces:
 - a. Accountable food items will always be kept under lock and key.
 - b. Food service spaces will be kept locked when not attended by authorized personnel.
 - c. Responsibility for the security of spaces will rest with the individual in charge of each space.
 - d. Permission for entry of persons ordinarily not authorized to have access will be obtained from the Supply Officer, the Food Service Officer, or a delegated assistant.
 - e. No space will be secured in such a manner that access by use of ordinary damage control equipment is impeded in an emergency.
 - f. Keys to food service spaces will not be taken from the ship or shore activity.

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- g. A key log will be maintained to identify the holders of keys removed from lockers.
- h. All padlocks will be of a key type because combination style is a greater risk. The keylocks will contain dead bolts with pin tumbler types and consist of either brass or bronze. The recommended type of padlock can be obtained from the Afloat Shopping Guide, Federal Class 5340.
- i. All offices are to be kept locked when not open for business. Distribution of office keys will be at the discretion of the Supply Officer.
- j. Local procedures will be established to govern issuance of keys to accountable spaces after normal working hours.

2. **LOCK GROUPINGS AFLOAT.** Aboard ship, the locks of the food service division will be integrated with those of the rest of the supply department. Locks and keys for individual spaces are grouped by functional area as follows:

- a. **Group I.** Group I spaces consist of all supply department general stores spaces, including storerooms, special lockers, and related spaces.
- b. **Group II.** Group II spaces consist of food service spaces including the galley, bake shop, bread room, vegetable preparation area, food service issue room, meat preparation area, refrigerated spaces, and food service storerooms.
- c. **Group III and IV.** Group III spaces consist of the ships retail and clothing stores, the fountain, vending machines, and related bulk storerooms. Group IV spaces consist of the ships service activities, such as the barber shop, tailor shop, dry cleaning shop, and laundry.

Each lock will be opened by an original and a duplicate key different from the keys to any other space. Additionally, each group will have a master and one duplicate master key capable of opening every lock in the group. There will also be a grand master and one duplicate grand master capable of opening every lock in every group. Note: Group III are special keyless padlocks which are excepted.

3. **LOCKS ASHORE.** At ashore general messes the locks of the food service division may or may not be integrated with other locks of the supply department. In either case, the Food Service Officer must be knowledgeable of the existence and controls over any master and duplicate master keys that can open food service spaces.

4. INADEQUATE STORAGE SPACE AFLOAT

Accountable food items will always be kept under lock and key except, afloat when the bulk of such material required for a mandated endurance load makes stowage under lock and key impractical. Stowage of accountable food outside of locked and controlled storerooms will not be done without the knowledge and concurrence of the Supply Officer.

Physical inability to store all items under lock and key may mitigate, but does not relieve the Food Service Officer of his/her responsibility for accountability.

1202 CUSTODY AND HANDLING OF KEYS

1. **KEYS TO FOOD SERVICE SPACES.** No two spaces will have locks that can be opened with the same original and duplicate key except master and grand master keys. The person in charge of the space will get the original key from the general key locker at the beginning of the day. This person will keep possession of the original key during working hours. At the end of the working day the original key will be placed in the general key locker. The general key locker, located in the supply office provides, centralized key control.

a. The keys to the galley, bake shop, bread room, and vegetable preparation room may pass between watch captains as they relieve each other, but may not leave the ship or activity. Keys for accountable storerooms, chill boxes, reefer will be turned in to the general key locker at the end of each working day.

b. Duplicate keys will be kept in a duplicate key locker in the supply office or in the Supply Officer's safe. The Supply Officer may authorize a special duplicate key locker when procedures require recurring use of duplicate keys.

2. **SPECIAL CIRCUMSTANCES.** If the above procedures do not satisfy local circumstances, the Supply Officer may prescribe in writing alternate procedures to ensure proper control of keys and access to spaces.

3. **MASTER AND GRAND MASTER KEYS.** The Supply Officer will maintain custody of a grand master key to all supply department spaces. The Supply Officer may authorize the use of a duplicate grand master key as a turnover item among duty Supply Officers. Using a duplicate grand master key requires providing strict accountability for possession of the key between duty Supply Officers. The master key, which will open all locks in Group II, but different from the master key to Groups I and IV, will also be in the custody of the Supply Officer. In addition, a duplicate Group II master key may be placed in the custody of an officer (usually the Food Service Officer) or Leading Mess Management Specialist designated in writing by the Supply Officer.

4. **EQUIPMENT AND LOCKER KEYS.** The keys to cabinets and small non-accountable gear storage lockers located in the common messing areas will be controlled as directed by the Food Service Officer. These areas are often under the responsibility of the Mess Deck Master-at-Arms and may use a separate padlock series set or non series locks.

1203 ACCOUNTABILITY AND RIGHT OF ACCESS

As department head, the Supply Officer has overall accountability and right of access to all food service spaces. As division officer, the Food Service Officer also has overall accountability and right of access to all food service spaces. This right of access does not compromise accountability.

1204 MAINTENANCE OF FOOD SERVICE EQUIPMENT

1. **GENERAL.** The optimum situation is to have dedicated personnel, permanently assigned to the supply department to keep food service equipment and machinery at the highest efficiency. However, dedicated personnel may not be possible or equipment or machinery repair may require services from a commercial company. The activity's operations and maintenance allotment or the ship's operating target funds will pay for the parts supplied and repair service from a commercial company. Only qualified maintenance personnel will make

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repairs. It is the Food Service Officer and Leading Mess Management Specialist responsibility to know the Preventive Maintenance System requirements for food service equipment and monitor timely performance of Preventive Maintenance System checks by government or commercial personnel.

a. Ashore. If the option is available to choose between Public Works or commercial contractor repairs, evaluate which method provides the best service for the cost.

b. Afloat. Use dedicated engineering department personnel where they are capable of performing repairs. When deployed ensure engineering department personnel have been properly trained to perform maintenance on equipment serviced by commercial companies when in homeport. And ensure an adequate supply of spare parts is ordered prior to deployment.

2. **INSPECTION.** Personnel who operate food service machinery and equipment will conduct a thorough cleanliness and material inspection each morning. The material inspection locates loose nuts, bolts, parts, connections, and similar problems before starting equipment operation. Continuous ship vibrations may affect machinery that makes inspections on afloat units very important. Machinery on afloat units will be thoroughly inspected after guns are fired and structural tests are completed.

3. **SAFETY OF EQUIPMENT.** No food service machinery will be modified from original manufacturer specifications under any circumstances. Food service equipment will be operated in accordance with the manufacturer's technical specifications.

4. **SUBSISTENCE PRIME VENDOR SUPPORT.** Subsistence Prime Vendor is responsible for maintaining equipment that they provide. Ensure adequate spare parts and maintenance instructions are available for Subsistence Prime Vendor owned and maintained equipment. Endurance load additional levels of spare parts should be acquired prior to deploying.

PART D: FOOD SERVICE MANAGEMENT (FSM) SYSTEM

1300 FOOD SERVICE MANAGEMENT

The Food Service Management (FSM) System is the automation system for both afloat and ashore general messes that has been certified by the Naval Supply Systems Command and approved by SUP 51. The system replaces the manual method of recordskeeping and is designed to run on a 486 Pentium 100MHZ, with 16MB RAM, 14" Color Monitor, 1 GB Video Card, 1 high density 3.5" floppy drive, a Mouse, a Modem and MICROSOFT WINDOWS. The system provides Food Service Officers and personnel with an automated method of menu production, receipt, inventory, issue and accounting processing and other functions associated with the operation of a general mess. The actual software was developed by the Space and Warfare Systems Center (SPAWARSYSCEN) as part of the SNAP I/II Program with technical guidance provided by SUP 51. Recommendations for changes to the software should be forwarded via the chain of command to SUP 513.

1301 SYSTEM APPROVAL

1. **GENERAL.** The use of various types of computers afloat and ashore necessitates the need to control and manage the systems being used by general messes to perform required accounting functions.
2. **ASHORE REQUESTS.** Ashore activities desiring to computerize their food service records will submit a formal request to the Support Services Directorate, Food Service Division (SUP 513). The following information will be included in the letter request:
 - a. type of computer (manufacturer, model number) to be used,
 - b. auxiliary equipment (type and number of printers, disk drives, backup units, etc.),
 - c. name(s) of software packages to be used,
 - d. planned date of implementation of the system, and
 - e. whether implementation has been scheduled with the local Navy Food Management Team.
3. **AFLOAT REQUESTS.** Afloat activities desiring to computerize their food service records will submit requests to their Type Commander via the chain of command.
4. **APPROVAL.** The only systems that normally will be approved for use will be those which use software programs certified by the Naval Supply Systems Command and managed by SPAWARSYSCEN. An authorization letter from SUP 51 will be held on file by the Food Service Officer for non-certified systems. Any changes to authorized software programs not provided by SPAWARSYSCEN must have prior approval in writing from SUP 513. No other NAVSUP 51 authorized software programs should be added to the same disk drive as the Food Service Management program unless the computer is using the Windows 95 operating system or an even newer version.

1302 FOOD SERVICE MANAGEMENT ACCESS

1. **GENERAL.** An access control program has been integrated into the software of the Food Service Management system to provide control and security. The Food Service Officer has the overall responsibility of determining who should have access to each module and program in the Food Service Management. The Food Service Officer will not allow anyone else to have access to the Security Module in Food Service Management since this is part of the program which controls access to the rest of Food Service Management. Under no circumstances will a “community” user ID and password be created to allow multiple personnel access under a single user ID. Appendix A is provided as a general guideline for Food Service Officers to assist in determining which personnel should have access to specific parts of Food Service Management.
2. **IDENTIFICATION NUMBER.** The identification number (ID Number) used in Food Service Management can be any series of alpha or numeric characters unique to a specific individual.
3. **PASSWORD.** The password can contain up to 6 alphanumeric lower and/or uppercase characters. Users should not use obvious words; for example, nickname, license plate, phone number, street address, hometown, date of birth, or relative’s name/nickname. It is recommended that the character combination be at least 6 characters in length. Passwords will be changed at least every 6 months or upon personnel changes.
4. **SECURITY .** The Food Service Officer will record his system access ID and password on paper and place it in a sealed envelope in the Supply Officer’s safe for emergency conditions. If the Food Service Officer and Supply Officer are one and the same, the envelope will be secured in the Executive Officer’s safe.

1303 FOOD SERVICE MANAGEMENT SYSTEM AND PROCEDURES

1. It is mandatory that a current hard copy of the users manual is printed after software revisions are implemented through the Utility Module (option 9 from the system directory) and maintained by the recordskeeper for Food Service Management system reference.
2. Once the Food Service Management system is fully implemented, manual records are not required to be maintained.
3. Tampering, changing, or modifying files contained in the Food Service Management software is prohibited.
4. Implementation and backup procedures for Food Service Management are explained in appendix A.

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CHAPTER 2

RATION SYSTEM

PART A: RATION ENTITLEMENT

2000 PERSONNEL ENTITLED TO RATIONS-IN-KIND

1. PERSONNEL ENTITLED TO RATIONS-IN-KIND. Regular and reserve enlisted personnel of the armed services, officer candidates and cadets of the armed forces academies in a duty status, prisoners of war, detainees resulting from the search and seizure of a foreign or domestic vessel, and retired enlisted personnel confined in a military or federal hospital or dispensary, are entitled to rations-in-kind at government expense

2. PERSONNEL CONDITIONALLY ENTITLED TO RATIONS-IN-KIND

a. Retired Enlisted Personnel. Retired enlisted personnel confined in a hospital or dispensary are entitled to rations-in-kind.

b. Destitute Survivors of Disasters at Sea. Destitute survivors of disasters may be fed without charge in Navy general messes at sea. The Commanding Officer must make the determination that the survivors are in fact destitute. The information furnished in the Certification of Rations Issued Form establishes entitlement (Figure 2-1). Take ration credit as for rations-in-kind personnel and record on the monthly NAVSUP Form 1357, Ration and Sales Report under Ration Breakdown, Code 14 listing Type of Personnel as Disaster Survivors (Figure 2-2).

2001 PERSONNEL AUTHORIZED SALE OF MEALS

1. GENERAL. General messes are designed, staffed and operated specifically to provide meal service to enlisted military personnel authorized rations-in-kind (RIK). The Manual for the Department of Defense Food Service Program (DoD 1338.10M) establishes specific guidelines under which non-RIK enlisted personnel (e.g. Commuted Rations (COMRATS), Basic Allowance for Subsistence (BAS), Per Diem), officers, civilian employees, official visitors and guests are authorized to obtain meals on a reimbursable basis from the general mess, subject to the Commanding Officers' written approval (sample letter of authority is in Appendix B). To assist Commanding Officers, the following criteria, will be considered in determining when sales of general mess meals will be permitted:

- a. sales do not result in a direct increase in resources;
- b. there are a sufficient number of food service personnel available;
- c. existing facilities are adequate; and
- d. sales do not result in a decreased quality of food service to enlisted members

2. If approved by the Commanding Officer, the following categories of personnel are authorized to purchase meals. (See sample letter in appendix B.)

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- a. Officer personnel;
- b. Enlisted personnel;
- c. Military dependents;
- d. Federal civilian employees;
- e. Nonprofit youth organizations;
- f. International Military Education Training (IMET) students;
- g. Foreign Military Sales personnel;
- h. Students in DoD dependents schools overseas;
- i. Red Cross personnel;
- j. NROTC Midshipmen;
- k. Midshipmen and cadets of U.S. Military Academies; and
- l. Others visiting the installation.

2002 DISASTER/EMERGENCY FEEDING ASHORE AND AFLOAT (INCLUDING DESTITUTE SURVIVORS OF DISASTERS AT SEA)

1. GENERAL. The Commanding Officer must issue a directive declaring that an emergency or disaster exists and subsistence must be provided to persons other than those normally authorized. A letter should be forwarded to SUP 51, signed by the Commanding Officer, certifying the nature and duration of the disaster or emergency situation. The following actions should be taken to reimburse the Navy for meals furnished to the victims of the disaster or emergency:

a. Collect cash, at the appropriate sale of meal rate, from those persons able to pay and record signatures on the DD Form 1544 (Figure 2-2). Ration credit will be recorded on the monthly NAVSUP Form 1357 under Ration Breakdown, Block 2 (Figure 2-2).

b. Those persons unable to pay will sign NAVSUP Form 1291 (Figure 2-3). The 1291 should be annotated at the top of the form with "Disaster/Emergency Feeding". Meal Pass Number and Command/Unit columns should be left blank. Ration credit will be recorded on the monthly NAVSUP Form 1357 under Ration Breakdown, Block 14. The Food Service Officer should contact the local disaster coordinator to determine if reimbursement can be obtained from:

- (1) the American Red Cross;
- (2) Navy Relief;
- (3) TYCOM funding;
- (4) a business (contractor responsible for causing an evacuation); or
- (5) other disaster relief organizations.

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c. When large numbers of personnel are involved, NAVSUP Form 1292, (Figure 2-4) Recapitulation of Meal Record, should be used to record mass feeding. The 1292 should be annotated at the top of the form with "Disaster/Emergency Feeding". Meals provided to cash patrons should be recorded under cash sales on the 1292 and the monthly NAVSUP Form 1357. Meals provided to patrons who are unable to pay should be recorded under the "Other" block, annotated as "Disaster/Emergency Feeding". Ration credit will be recorded on the monthly NAVSUP Form 1357 under Ration Breakdown, Block 14.

d. Food Service Officers unable to collect payment for meals should forward a Certification of Rations Issued Form (Figure 2-1) in accordance with paragraph 2003 to SUP 51 with the monthly NAVSUP Form 1357 to document the disaster/emergency feeding.

e. Food Service Officers receiving reimbursement for meals after the close of the quarter should forward the funds to SUP 121H2 via check payable to U.S. Treasurer. A copy of the Certification of Rations Issued form must accompany the check. Modifications to accounting records are not required for this action.

2. CATASTROPHIC DISASTER/EMERGENCY FEEDING ASHORE/IN PORT. When catastrophic disasters/emergencies occur that require the feeding of large numbers of personnel, especially if multiple supporting ships or stations are involved, a responsible officer in command, normally the local area commander, must issue a directive declaring that an emergency or disaster exists and subsistence must be provided to personnel other than those normally authorized to be subsisted. Follow the ration credit and collection procedures described in subparagraph 1, unless otherwise directed by SUP 51. Additionally, SUP 51 should immediately be contacted for guidance on the proper accounting and feeding of these personnel since the magnitude of the operation may require unusual management actions or clarification to facilitate resolution for involved activities.

2003 CERTIFICATION REQUIREMENTS

1. REQUIREMENTS. Personnel not entitled to RIK who are provided meals at no charge for reasons authorized by this publication require a Certification of Rations Issued Form (Figure 2-1). Unless otherwise noted, all line entries on the form will be filled out:

- a. Cadets (Military, Coast Guard) (Notes 1, 2 & 3)
- b. Survivors of disasters/emergencies ashore and afloat unable to pay for meals (including destitute survivors of disasters at sea) (Notes 2, 3 & 7)
- c. Civilian applicants (Notes 1, 2, 3 & 4)
- d. Coast Guard (Notes 1, 2 & 3)
- e. NROTC (Notes 1 & 3)
- f. Naval Academy Midshipmen (Notes 1, 2, 3 & 5)
- g. USNR (TAR) (Enlisted) (Notes 1 & 2)
- h. Foreign government personnel (Notes 3 & 6)

Note 1: Authority for providing rations not required.

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Note 2: Name and address of activity to be billed not required.

Note 3: Copy of orders with accounting classification will be submitted to SUP 51 with the monthly NAVSUP Form 1357. If orders consist of more than one page, provide SUP 51 with a copy of each page. Letter request must contain personnel name, SSN, activity, and appropriation to charge.

Note 4: Only for selected types of naval air reserve programs.

Note 5: Complete separate certifications to distinguish NROTC Midshipmen from Naval Academy Midshipmen.

Note 6: Separate certifications are required for officers, enlisted, regular, reserve and each individual travel order of foreign personnel.

Note 7: Appropriation to change not required.

2. PREPARATION OF CERTIFICATION OF RATIONS ISSUED FORM. Certification requirements include completion of the Certification of Rations Issued Form (Figure 2-1). Prepare the certification(s) as follows:

<u>Data Line</u>	<u>Entry</u>
From	Name of activity
UIC	Activity Unit Identification Code
a. Date(s) issued	Include only actual date for subsisting personnel (i.e., 17-19 Oct 97)
b. Number of personnel receiving rations	Actual number of personnel fed (not rations (i.e., 31 people))
c. Number of rations issued	Actual number of rations fed (cannot exceed the number of days personnel subsisted multiplied by the number of personnel receiving rations. (line "a" times line "b").
d. Type of personnel	Separate these personnel by specific types (i.e., Naval Academy, NROTC, Coast Guard and foreign government by country (Italy, France, etc.). Do not combine different types of personnel on a single certification form.
e. Authority to subsist	Identify orders, letters, or messages that authorize the rations. For Naval Academy Midshipmen and foreign government personnel, attach a copy of the individual or group orders and cite the paragraph that authorizes rations without charge to the individual or group.
f. Activity and address	Enter the office to bill if specified by orders, letters or messages that authorize the rations.

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g. Appropriation to charge Orders, letters or messages specify accounting data to charge. Provide that information on this line.

Signature Signature of Food Service Officer for all categories of personnel except foreign government personnel (by country). Senior or designated representative of each group of foreign government personnel will sign.

Social Security SSN of signing official.
Number

Grade/rate/title Grade/rate/title of signing official.

Service/Country Service/Country of signing official.

3. CERTIFICATION NOT REQUIRED. The following categories do not require Certification of Rations Issued Forms:

- a. Navy enlisted (regular and reserve);
- b. Marine Corps enlisted (regular and reserve);
- c. Marine Corps officer candidates;
- d. Army enlisted (regular and reserve);
- e. Army reserve (officer training corps);
- f. Air Force enlisted (regular);
- g. Army and Air National Guard;
- h. Prisoners of war;
- i. Detainees resulting from the search and seizure of a vessel; and
- j. Cash sales (all categories of personnel).

The Food Service Officer will sign certifications when signatures of persons in charge of groups cannot be obtained.

4. CATEGORIES NOT LISTED. Certification of meals furnished is required for any categories of personnel not listed in subparas. 1 and 3 above if meals are provided at no charge.

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CERTIFICATION OF RATIONS ISSUED FORM

(Example)

From: USS DUARTE (DD 901)

UIC: 005504

To: Naval Supply Systems Command, Food Service Division (SUP 51), 5450 Carlisle Pike,
PO Box 2050, Mechanicsburg, PA 17055-0791

Subj: CERTIFICATION OF RATIONS ISSUED REQUIRING REIMBURSEMENT

1. Reimbursement has not been received for rations issued as follows:

a. Date(s) issued 17-19 Oct 97

b. Number of personnel receiving rations 31

c. Number of rations issued 93

d. Type of personnel NROTC Midshipman

e. Authority to subsist NAVSUP P-486 Vol. I, Para. 2001

f. Activity and address to bill _____

g. Appropriation to charge _____

W. B. ELLIS 123-45-6789

(Signature) *(Social Security No.)*

ENS, SC, Food Service Officer USN

(Grade/rate/title) *(Service/Country)*

Figure 2-1

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REPORTING RATIONS FOR SURVIVORS OF DISASTERS AND DISASTER/EMERGENCY FEEDING ASHORE/IN PORT TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

FB4500001 TIME: 14:55
RATIONS AND SALES REPORT
NAVSUP FORM 1357 (SPT) (REV.12-81)
ACTIVITY (NAME AND MAILING ADDRESS)

NAVSUP FORM 1357

TYPE OF PERSONNEL AND CODE		RATIONS FED
Navy Regular 1/	1	*****
Other	*****	*****
Rations sold for cash	2	*****
Reserve	3	*****
ROTC 2/	4	*****
Midshipmen 2/ (Naval Academy)	5	*****
Regular	6	*****
Reserve	7	*****
Regular	8	*****
Reserve	9	*****
National Guard 2/	10	*****
Regular	11	*****
National Guard 2/	10	*****
Coast Guard 2/	12	*****
Foreign 2/	13	*****
TAR 2/ OTHER 2/	14	*****
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	15	*****
GRAND TOTAL 1/ (Codes 1 and 15)	16	*****

CERTIFICATION:
of \$ _____
which will be included in
period of: _____
COUNTRY CODE _____
INSERT LAST
DIGIT OF
CURRENT FY _____

SALES
SURCHARGES
MPN
SURCHARGES
MPN
1/Total entr
months must
Form 1358
2/Prepare
with

Total rations for Disaster/Emergency feeding Ashore/Inport and Survivors of disasters having personnel funds will be recorded in code 2. If unable to collect funds from these personnel, reimbursement will be in accordance with paragraph 2002-1b.

Total rations for destitute survivors at sea will be recorded in code 14. This ration value will agree and be supported by the certification of rations form that is forwarded with the Monthly NAVSUP form 1357.

DD FORM 1544

CASH MEAL PAYMENT SHEET

To be completed when the government is to be reimbursed for meals furnished

ORGANIZATION OR DINING FACILITY: _____

PERIOD: FROM _____ TO _____

FOOD CHARGES		SURCHARGES (S/C)		PER DIEM SURCHARGE	
BR	DB	BR	DB	BR	DB
NAME	GRADE	NAME	GRADE	NAME	GRADE
DOLLAR VALUE	DOLLAR VALUE	DOLLAR VALUE	DOLLAR VALUE	DOLLAR VALUE	DOLLAR VALUE
S	S	S	S	S	S
L	L	L	L	L	L
D	D	D	D	D	D
S/C	S/C	S/C	S/C	S/C	S/C

BALANCE BROUGHT FORWARD: _____

TOTAL: _____

TOTAL CHARGES: _____

CASH OVER (SHORT): _____

CASH TURNED IN: _____

REMARKS: _____

SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER: _____

SIGNATURE OF LAST OR ONLY HEADCOUNTER: _____

SHEET 01

Figure 2-2

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DISASTER/EMERGENCY FEEDING ASHORE AND AFLOAT

“Disaster/Emergency Feeding”

MEAL SIGNATURE RECORD (4061)
NAVSUP FORM 1291 (REV. 2-72)

MESS LINE (1st, 2nd etc.)

DATE: _____

SHEET NO: _____

<p>CATEGORY OF PERSONNEL (Check applicable block)</p> <p><input type="checkbox"/> NAVY REGULAR</p> <p><input type="checkbox"/> NAVY CADETS</p> <p><input type="checkbox"/> NAVY RESERVE</p> <p><input type="checkbox"/> NAVY ROTC</p>	<p><input type="checkbox"/> NAVY REGULAR</p> <p><input type="checkbox"/> MARCORPS REGULAR</p> <p><input type="checkbox"/> MARCORPS RESERVE</p>	<p><input type="checkbox"/> ARMY REGULAR</p> <p><input type="checkbox"/> ARMY RESERVE</p> <p><input type="checkbox"/> ARMY NAT'L GUARD</p>	<p><input type="checkbox"/> COAST GUARD</p> <p><input type="checkbox"/> CIVILIAN APPLICANTS</p> <p><input type="checkbox"/> AIR FORCE REGULAR</p>	<p><input type="checkbox"/> AIR FORCE NATIONAL GUARD</p> <p><input type="checkbox"/> FOREIGN</p> <p><input type="checkbox"/> OTHER (Specify)</p>
---	--	--	---	--

SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT
1			26		
2			27		
3			28		
4			29		
5			30		
6			31		
7			32		
8			33		
9			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
16			41		
17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		

Annotate at the top of the form “Disaster/Emergency Feeding”

Meal Pass Number and Command left

S/N 0108-LF-504-6301

*U.S. Government Printing Office: 1991 — 527-001/40042

Figure 2-3

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DISASTER/EMERGENCY FEEDING ASHORE AND AFLOAT

RECAPITULATION OF MEAL RECORD (4061)					PERIOD OR DATE	
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER	
NAVY	REGULAR					
	RESERVE					
	ROTC					
	CADETS					
MARINE CORPS	REGULAR					
	RESERVE					
ARMY	REGULAR					
	RESERVE					
	NATIONAL GUARD					
COAST GUARD						
CIVILIAN APPLICANTS						
AIR FORCE	REGULAR					
	NATIONAL GUARD					
FOREIGN						
OTHER (Specify)						
1ST SUBTOTAL						
CASH SALES (INCLUDE CONTRACT PERSONNEL)						
2ND SUBTOTAL						
PERSONNEL NOT PASSING THROUGH SERVING LINE						
GRAND TOTAL						
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE	
RATION CREDIT						
REMARKS						TOTAL CREDIT
The undersigned certify the above to be, for the						
SIGNATURE AND RANK, RATE, OR GRADE		ing facility meals receipted for.				
SIGNATURE AND RANK, RATE, OR GRADE						
SIGNATURE AND RANK, RATE, OR GRADE						

Meals provided to patrons who are unable to pay should be recorded under the "other" block annotated as "Disaster/Emergency Feeding"

Meals provided to cash patrons should be recorded under cash sales

Figure 2-4

PART B: SPECIAL ENTITLEMENT

2100 FEEDING PERSONNEL AWAY FROM THEIR NORMALLY SUPPORTING GENERAL MESS

1. GENERAL. Personnel of any service entitled rations-in-kind are normally expected to use the general mess established to support their organization. However, work details or other circumstances may occasionally result in another general mess being more accessible during a meal period. When this occurs, the general mess should, subject to its capabilities, support such personnel. Verification of entitlement must be made before allowing access to the mess.

2. FEEDING PERSONNEL NOT ASSIGNED TO HOST COMMAND. Personnel assigned to commands other than their host command are entitled to eat at the dining facility nearest their TAD work site. The general mess that the personnel are dining at must receive a memorandum from the parent activity verifying entitlement. The memorandum should be on activity letterhead and signed by the Personnel Officer or other responsible officer. The memorandum must list the total number of personnel to be fed and the dates they will be dining, and must state that those listed are not receiving monetary allowance for subsistence and are entitled to rations-in-kind.

a. The individual desiring a meal must have proof of the command they are TAD from (i.e. Ships sticker on ID card or NAVSUP 1105 Meal Pass). Ashore general messes will have these personnel sign the NAVSUP Form 1291 and put the last 4 digits of their SSN in the Meal Pass # block. If the person is from another shore establishment they will put their Meal Pass # in the Meal Pass # block. General messes that have occasion to feed such personnel may take applicable ration credit and will retain a copy of the memorandum for review by cognizant audit/inspection teams.

When personnel arrive at a facility that is not their host command and entitlement to rations-in-kind can not be established they will be handled as a cash patron. A receipt will be offered to the individual for reimbursement after returning to their host command.

2101 FEEDING AUXILIARY VESSEL CREWS

1. GENERAL. The Food Service Officer of the nearest Navy general mess will support auxiliary vessel crew requirements. Support includes providing menu guidance and a sufficient quantity of food required for the transit time.

2. DOCUMENTATION. The Food Service Officer will report the value of the food items provided to the auxiliary vessel crew as a transfer without reimbursement. Expend the value of the food items on a Requisition and Invoice/Shipping Document (DD Form 1149).

a. DISTRIBUTION. The DD Form 1149 will be distributed as follows:

- (1) Original - to the receiving activity
- (2) Copy - to the Accountability File with "proof of delivery signature"
- (3) Copy - to the Transfer without Reimbursement File
- (4) Remaining copies - to the receiving activity.

2102 FEEDING NAVAL RESERVE PERSONNEL ON CONTINUOUS ACTIVE DUTY

Rations-in-kind furnished to enlisted personnel of the Naval Reserve on continuous active duty is chargeable to the subsistence account.

2103 FEEDING NAVAL RESERVE PERSONNEL ON ACTIVE DUTY FOR TRAINING WITH PAY

1. GENERAL. The provisions of Naval Personnel Manual, concerning subsistence and basic allowances for subsistence for enlisted personnel, also apply to enlisted personnel of the Naval Reserve. These provisions apply when enlisted personnel perform authorized periods of training duty with pay chargeable to the appropriation, Reserve Personnel, Navy.

Responsible commands for all Naval Reserve matters include the Type Commander, the Commandant of the District or the Chief of Naval Reserve.

2. GENERAL MESS AVAILABLE. Naval Reserve personnel will subsist in a general mess when a general mess can provide this support. COMRATS/BAS may be authorized in accordance with the Naval Personnel Manual.

3. GENERAL MESS NOT AVAILABLE. When a general mess is not available, Naval Reserve personnel will be paid Basic Allowance for Subsistence as prescribed by the Department of Defense Military Pay and Allowance Entitlement Manual.

2104 FEEDING NAVAL RESERVE PERSONNEL ON ACTIVE DUTY FOR TRAINING WITHOUT PAY

1. GENERAL MESS AVAILABLE. Naval Reserve personnel will subsist in a general mess when a general mess can provide support. COMRATS/BAS may be authorized in accordance with the Naval Personnel Manual.

2. GENERAL MESS NOT AVAILABLE. When a general mess is not available, Naval Reserve personnel will be entitled to basic allowance for subsistence as authorized by the Department of Defense Military Pay and Allowances Entitlement Manual.

2105 FEEDING NAVAL RESERVE PERSONNEL PERFORMING MULTIPLE DRILLS

Provide rations-in-kind to Naval Reserve enlisted personnel performing multiple drills following provisions of the Bureau of Naval Personnel Instruction 1001.39 (series).

2106 REPORTING RATIONS PROVIDED TO NAVAL RESERVE PERSONNEL

1. GENERAL. Include rations-in-kind provided to Naval Reserve personnel on the monthly NAVSUP Form 1357 (Figure 2-5 shown). Report these rations under the ration breakdown section of the NAVSUP Form 1357 in the Other Navy, Reserve (Code 3) block.

2. TRAINING ACTIVE RESERVE (TAR). Report rations-in-kind provided to Naval Reserve enlisted personnel on Training Active Reserve (TAR) separately from other types of personnel. Include the ration credits for Naval Reserve enlisted personnel under the ration breakdown section of the NAVSUP Form 1357 in the block indicated by Code 14 (Figure 2-5).

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REPORTING RATIOMS FOR NAVAL RESERVE PERSONNEL TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

FB4500001 TIME: 14:55
RATIONS AND SALES REPORT
NAVSUP FORM 1357 (SPT) (REV. 12-81)
ACTIVITY (NAME AND MAILING ADDRESS)

RECEIPTS 1/ WITH CHARGE		AMOUNT (Nearest dollar)
RATON BREAKDOWN		
TYPE OF PERSONNEL AND CODE	RATIONS FED	
Navy Regular 1/	1	
Other	****	
Rations sold for cash	2	
NAVY	Reserve	3
	ROYC 2/	4
	Midshipmen 2/ (Naval Academy)	5
MCARPMS	Regular	6
	Reserve	7
ARMY	Regular	8
	Reserve	9
	National Guard 2/	10
AIR FORCE	Regular	11
	National Guard 2/	10
	Coast Guard 2/	12
	Foreign 2/	13
	TAR 2/ OTHER 2/	14
	TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	15
	GRAND TOTAL 1/ (Codes 1 and 15)	16

1. Undeposited sales beginning of month/patrol by
2. Breakdown of sales *

4. On

CERTIFICATION:
of \$ _____
which will be included in
period of: _____

COUNTRY CODE: US
INSERT LAST DIGIT OF CURRENT FY: _____

SALES
SURCHARGES MPN
SURCHARGES O & MN

1/Total entries months must Form 1358
2/Prepare with

Total rations for Naval Reserve Personnel will be recorded in code 3.

Total Rations for Training and Administration of Reserve (TAR) personnel will be recorded in code 14. This ration will agree and be supported by the Certification of Rations Issued Form that is forwarded with the monthly NAVSUP Form 1357.

Figure 2-5

PART C: SALE OF MEALS

2200 MEAL CHARGES

1. GENERAL. The basic food charges and surcharges for meals, purchased from the general mess will be at the rate prescribed by the Under Secretary of Defense (Comptroller). Two separate charges apply to meals purchased from the general mess. One charge recovers the cost of food (also referred to as the discounted meal rate) and, when applicable another charge, a surcharge, recovers the operating expenses. Sale of Meal Rates and the conditions under which surcharges apply are provided via Naval Message from SUP 511 and is published in the quarterly NAVSUPNOTE 7330.

2. SURCHARGE WAIVERS. When Sale of Meal Rates were revised by the Under Secretary of Defense (Comptroller) in a memorandum dated 17 September 1996, the Department of the Navy was advised that the Navy's authority to grant surcharge waivers was rescinded and that requests for waivers would not be considered by the Under Secretary of Defense (Comptroller). Therefore, the requirement to collect the surcharge portion of the meal rate cannot be waived.

2201 ACCOUNTING FOR MEAL SALES

1. CASH SALES

a. General. When meals are sold on a cash basis, the Food Service Officer will designate in writing a cashier(s) to receive payment for meals sold (see sample letter in Appendix B). Payment may be received in advance through sale of meal tickets or directly from personnel as they enter the general mess. A general mess cashier may also be assigned responsibility for taking the meal count required at general messes.

b. Cash Meal Payment Book (DD Form 1544)

(1) Meals Sold for Cash. When meals are sold for cash from a general mess, the DD Form 1544 will be used in the manner prescribed in subparas. b(2) through b(6).

(2) Transfer Control and Receipt. The Commanding Officer will assign a control officer (see sample letter in Appendix B) for the handling and security of the DD Form 1544. Assignment will be as a collateral duty and shall be listed in the command notice of collateral duties. The Transfer Control and Receipt (four numbered coupons per book) will be used to complete books. Individuals authorized to receive cash meal payment books will sign the Transfer Control and Receipt No. 1 at the time of receipt. The coupon will be retained by the control officer transferring the book as a receipt. A Transfer Control and Receipt will be used to return the completed books. The Transfer Control and Receipt coupon will also be used when the Cash Meal Payment Book is turned over to station audit boards (if prenumbered coupons are used, as contained in the book, a copy will be prepared and prenumbered consecutively beginning after the last number (4) contained in DD Form 1544 by the control officer).

(3) Cash Meal Payment Sheet Register. The headings (Organizations, Installation) will be filled in by the designated control officer. The individual authorized to receive cash meal payment sheets (normally cashiers) will sign and insert the organization and date on the

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cash meal payment sheet register ensuring that the sheet numbers correspond on both the payment sheets and the register. When the cash meal payment sheets are completed and returned to the control officer, the columns "Date returned", "Cash Collected (food, surcharges)" and "Received by" will be filled in. The "Voucher No." column will not be filled in (this column may be used at some future date).

(4) Cash Meal Payment Sheet (Figure 2-6).

(a) The headings to the Cash Meal Payment Sheet will be filled out prior to the meal as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Signature of Unit Commander or Food Service Officer	Signature of Food Service Officer (use other than black ink to facilitate authentication)
Organization or Dining Facility	Enter the name of activity.
From/Through	Enter the inclusive dates (from and to) that the Cash Meal Payment Sheet covers.
Food Charges	Enter the basic meal rates for each charge block as provided by the latest NAVSUP Naval Message prior to the meal.
Surcharges (S/C)	Enter the surcharge rates for each charge block as provided by the latest NAVSUP Naval Message prior to the meal.

(b) The cashier will ensure that all individuals paying cash for meals sign their names and complete the DD Form 1544 as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Grade	Insert rank (O-1, E-5, etc.) and civilian personnel will insert CIV, Military Family Members will insert MFM.
Name	Individuals will sign their names (first initial and last name).
Dollar Value	Cashier (or if local policy dictates, the individual paying for meals) will insert the applicable charges after the signature.
Total	The sum of each Dollar Value column for each individual Cash Meal Payment Sheet (B, L, D, S/C).
Total Charges "Food"	The sum of the "Total" Line for breakfast, lunch and dinner (do not include surcharges in this block).
Total Charges "S/C"	The "Total" Line for S/C (do not include basic meal charges in this block).

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Cash Over (Short)	The difference between the total of the "Total Charges" line (food and S/C) and the "Cash Turned In" line. If "cash turned in" line is less than the "total charges" line, there is a cash shortage. If the value is more, there is a cash overage.
Cash Turned In	Actual cash turned in by the cashier.
Remarks	May be used to explain overages or shortages.
Signature of Last or only headcounter	Signature of last or only headcounter.

(c) A Cash Meal Payment Sheet Register may be used for periods exceeding one day in which case, the cashier will fill in the first unused line with his/her signature, rate and date. Below this signature, rate and date, a double line will be drawn to separate dates. After a payment sheet has been completed and all totals inserted, the cashier will sign, insert his/her rate and date, and turn the sheet into the control officer or designated representative. When cash is turned into a collection agent or Disbursing Officer, the DD Form 1544 serial and sheet numbers will be entered next to the signature of the individual turning in the cash in the Cash Receipt Book (NAVSUP Form 470). The DD Form 1544 will be audited and reconciled at the time cash is collected. The Food Service Officer will review the DD Forms 1544 at least weekly and will ensure that an audit is made when cash is collected.

(5) Overages and Shortages. Overages and/or shortages in cash received from the sale of general mess meals will be recorded on the DD Form 1544 by the cashier. The collection agent, during the daily audit, will verify the difference during the weekly DD Form 1544 inspection, and determine the cause of cumulative cash differences in excess of \$1 or .05% (whichever is larger) per cashier for the week and take appropriate action warranted by the circumstances to prevent recurrence. Any cash discrepancies involving possible fraud or criminal act, regardless of value, will be reported as outlined in the Navy Comptroller Manual. Total overages and shortages exceeding five dollars (including thefts, etc.) during the month will be reported as part of line 5 on the NAVSUP Form 1357. This amount must be maintained on line 5 until approved by NAVSUP, then moved to line 4. A letter will be prepared and submitted with the NAVSUP Form 1357 to explain the circumstances involved with the gain or loss and to request authority to reduce accountability be deposited (gains) or expenditures (losses) reported on line 5.

2. CREDIT SALES.

a. General. If the sale of meals from afloat general messes have been authorized and it is considered more practical, the Food Service Officer is authorized to sell meals on a credit basis to officers, enlisted, and the other categories subsisted on a daily basis.

b. Sale of General Mess Meals (NAVSUP Form 1046)

(1) Credit Sale of Meals. (Figure 2-7) When meals are sold on a credit basis from a general mess, the NAVSUP Form 1046 will be used in the following manner:

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<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Month and Year	Enter appropriate month and year.
Name	The Food Service Officer will enter the full name, grade or rate, and branch of service of the person receiving the meal.
Meal B, L, D	A Mess Management Specialist will be assigned the duty of maintaining the NAVSUP Form 1046 in writing by the Wardroom Officer/Mess Treasurer (See sample letter in Appendix B). The Mess Management Specialist will place a check mark or maintain a running total in the appropriate block opposite each name to indicate consumption of a meal. The form will be posted in a conspicuous location where it can be inspected visually by private mess members.
Total Sales	The Food Service Officer will total the sum of each meal (B, L, D) for the month for each member.
Rate	The Food Service Officer will enter the applicable meal rates for each meal (B, L, D) as prescribed by the latest NAVSUP Naval Message.
Values	"Total Sales" x "Rate"
Total Value	The sum of the three "Values" blocks (B, L, D) for each member.
Data Block and Caption	Instruction for Entry
Totals under Total Sales column	The sum of each meal (B, L, D) under the "total sales" column.
Total under Total Value column	The sum of all "total value" columns.
Signature (Supply Officer)	Signature of Food Service Officer.
Date	The last day of the month or the date of detachment of the accountable Food Service Officer.
Total Cash Collected	Total dollar value of cash collected.

c. Payment. The payment for all meals sold on a credit basis will be required no later than 15 days following the month in which the meals were sold. Individuals concerned will make payment prior to detachment. The Food Service Officer will furnish a receipt for the cash paid (Figure 2-8). The Cash Receipt Certificate (NAVCOMPT Form 2114) may be used as a receipt form by marking out the line "for which I hold myself accountable to the Treasurer of the United States of America". Collections for unpaid bills due to death, transfer, refusal to pay, etc., will be made in accordance with the Navy Comptroller Manual, para. 043201. If the individual is paying the Food Service Officer or Mess Treasurer, the individual will sign the Food Service Officers' or Mess Treasurers' NAVSUP 470, Cash Receipt Book, to acknowledge payment. The total of all payments must match the amount owed by the individual on the NAVSUP 1046.

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d. OFFICERS UNDER CONFINEMENT. Officers under confinement receive BAS and therefore are obligated to pay for meals. However, since they are in confinement credit sale of meals is authorized.

3. GENERAL MESS MEALS FURNISHED TO INPATIENTS IN HOSPITALS AND DISPENSARIES. This paragraph applies when there is no hospital mess being operated. All personnel not entitled to rations-in-kind will pay cash at the appropriate rate published in the quarterly NAVSUPNOTE 7330 and the annual NAVSUP Naval Message. The hospital or dispensary may prefer to provide a copy of the collection voucher (DD Form 1131) documenting the collection of money from the sale of meals and transferring these funds to the subsistence account. The hospital or dispensary representative will provide any documentation required to complete the "Certification of Rations Issued Form".

4. GENERAL MESS MEAL SALES AFLOAT. In port, cash paying customers will be charged only for meals actually consumed. On full days at sea, cash paying customers will be charged for all meals served. On days entering or leaving port, cash paying customers will be charged for all meals served during the at sea period.

2202 RECEIPT, HANDLING, SECURITY, AND RECORDING OF FUNDS

1. RESPONSIBILITY. The Food Service Officer is responsible for obtaining applicable basic charges and surcharges and for the collection and deposit of such funds received from the sale of meals from the general mess except meals sold to inpatients in station hospitals and dispensaries, which will be handled in accordance with para. 2201-3. When wardroom members are furnished meals from the general mess, whether on a continuous basis or during in port periods, the mess treasurer will be responsible for the collection/reimbursement for such meals. NAVSUP P-486, Vol. II, paras. 3014 and 7011 apply.

2. COLLECTION OF FUNDS

a. Sales.

(1) General. All sales in the general mess are made on a cash or credit basis. Cash will be accepted for sales in the general mess as described in subparas. a(2) and a(3).

(2) United States Currency. Only United States currency will be accepted for sales in the general mess.

(3) Personal Checks

(a) Only personal checks from active duty and active duty for training personnel will be accepted in the general mess. Two-party checks will not be accepted. A personal check will be accepted only for the amount of the meal(s) and or bulk food sales.

(b) Personal checks will be made payable as required by the Disbursing Officer/Finance Officer. Checks will bear the signature, social security number and duty station of the purchaser.

(c) The purchaser will endorse the check in the presence of the general mess cashier. The cashier is responsible for positively identifying the presenter of a check as an active duty or active duty for training person. The cashier will compare the signature on the purchaser's Armed Forces Identification Card (DD Form 2) or (DD Form 2 (Reserve)) with that on the check.

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(4) Returned Checks

(a) When a check is returned due to insufficient funds or for any other reason, the Food Service Officer will reimburse the Disbursing Officer with funds on hand that were collected from the sale of meals and bulk sales;

(b) The check will be placed in the accountability file;

(c) Pending settlement of the check, the amount will be carried as undeposited sales (line 5 of NAVSUP Form 1357). A notation "see reverse side" will be made to the right of this line. On the reverse side state "Line 5: \$(amount) carried as an undeposited sale pending settlement of returned check";

(d) When cash, a certified check or money order is received for settlement, the check will be returned to the individual purchaser. The Food Service Officer will include the dollar value of the returned check on line 3 of the NAVSUP Form 1357.

(5) Uncollectible Checks

(a) If normal collection efforts fail, the Food Service Officer will request the Disbursing Officer to make a pay record checkage in accordance with NAVCOMPT Manual, Vol IV, Chapter 3, Sections 9 and 10. After the checkage has been made, the Disbursing Officer will remit the collection to the Food Service Officer. The Food Service Officer will return the check to the individual purchaser and include the dollar value of the returned check on line 3 of the NAVSUP Form 1357.

(b) If the check is considered uncollectible after four months of diligent collection effort, the Food Service Officer will request relief of accountability in accordance with para. 1112.

b. Cashier. Funds held by the cashier in excess of the allowed change fund will be collected daily, except cash received in connection with meals sold on weekends or holidays, which may be retained in the personal custody of the cashier provided adequate facilities exist for the safekeeping of such funds. Separate and adequate facilities will be either a secured safe with a three tumbler combination lock or a locked container within a safe of this type. At the close of each meal period, the cashier will be personally responsible for the safekeeping of all funds in their possession until they are deposited with the authorized collection agent.

c. Authorized Persons. Collections and subsequent deposits may be made by the following persons under the authority indicated.

<u>Authorized Person</u>	<u>Authority</u>
Food Service Officer	Assignment to accountable duty
Collection Agent or Authorized Custodian	Appointment to an established position

d. Collection Agents or Authorized Custodians. The Food Service Officer may designate an individual to be a collection agent or an authorized custodian and appoint them to an established position (see sample letter in Appendix B). The general mess cashier will not be designated as collection agent. The individual responsible for funds will be provided with his/her own safe or a separate locked compartment in a larger safe.

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e. Cash Receipt Book. Cash received from the cashier will be receipted in the Cash Receipt book (Ship's or Commissary Store/General Mess) (NAVSUP Form 470) by the person collecting the cash (Figure 2-9). The NAVSUP Form 470, which will be retained by the cashier, will show, in all cases, the collection date, the amount collected both in figures and words, and will be signed by the person collecting the cash and the cashier at the time of collection (DD Form 1544 serial and sheet numbers will be inserted next to the cashier's signature). No signature will be placed opposite any entry in the NAVSUP Form 470 which shows erasures or alterations. Any such entry will be ruled out and initialed by the person collecting the cash.

3. DEPOSIT OF FUNDS. When practicable, funds in excess of the change fund will be deposited daily with the Disbursing Officer. When impracticable to make daily deposits, the cash will be deposited at least twice weekly except when otherwise authorized by the Naval Supply Systems Command. Requests for authority to deviate from semiweekly deposits will be fully substantiated in writing. When it is impracticable for the collection agent to deposit cash daily, it will be retained in the collection agent's personal custody in a separate and adequate safe or will be turned in by the collection agent to the Food Service Officer. When cash is turned-in by the Food Service Officer to the Disbursing Officer, the Food Service Officer will obtain on the NAVSUP Form 470, the signature of the Disbursing Officer. Each transfer of funds will be receipted for and will bear the signature of the individual authorized to deliver the cash and the individual authorized to receive the cash. In lieu of depositing cash direct with the Disbursing Officer, it may be deposited with a United States Government general depository for credit to the account of the Disbursing Officer. The deposit number of the Deposit Ticket OCR (Standard Form 215) obtained from the Disbursing Officer will be recorded in the NAVSUP Form 470 in the space provided for the signature of the Disbursing Officer. In addition to the above requirements, all cash collected from sales will be deposited with the Disbursing Officer:

- a. on or before the last day of each month;
- b. on relief of the Food Service Officer; and
- c. on relief of the Commanding Officer aboard ships without Supply Corps officers.

4. CHANGE FUND. The Disbursing Officer receiving deposits from a collection agent will entrust change funds to the custody of the collection agent upon the written request of the Commanding Officer of the activity to which the collection agent is assigned (see sample letter in Appendix B). The amount advanced to the cashier will be the minimum necessary for operations. The advance of funds may be made in cash or by check to the order of the collection agent or cashier. A NAVCOMPT Form 2114 (Figure 2-8) will be furnished to the Disbursing Officer by the collection agent or cashier. When the collection agent or cashier is replaced, the operation discontinued, at the end of an accounting period, and upon relief of the Food Service Officer, the change fund will be returned to the Disbursing Officer in exchange for the receipt. The total funds in the hands of each collection agent and/or cashier will be verified at an unannounced time at least once each month as outlined in the Navy Comptroller Manual. The verification will be made by an officer or civilian designated by the Commanding Officer of the activity to which the collection agent or cashier is assigned. A report of the verification, to include the amount and the status of funds, will be made to the Commanding Officer (Figure 2-10). A copy of the report will be furnished to the Disbursing Officer that advanced the change fund.

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CASH MEAL PAYMENT BOOK (DD FORM 1544)
CASH MEAL PAYMENT SHEET

CASH MEAL PAYMENT SHEET										SERIAL NO. N30012					
To be completed when the government is to be reimbursed for meals furnished															
ORGANIZATION OR DINING FACILITY USS DUARTE (DDG-90)						INCLUSIVE DATES COVERED FROM 30 June 98 THROUGH 30 June 98									
FOOD CHARGES				SURCHARGES (S/C)				PER DIEM SURCHARGE							
B	L	D		B	L	D		B	L	D					
1.20	2.40	2.40		.40	.80	.80									
BR	DB	Other		BR	DB	Other		BR	DB	Other					
2.70				.90											
GRADE	NAME		DOLLAR VALUE				GRADE	NAME		DOLLAR VALUE					
	B	L	D	S/C				B	L	D	S/C				
CIV	M.	Holmes	1.20		.40				BALANCE BROUGHT FORWARD				13.20	16.80	18.00
CIV	R.	Ford	1.20		.40			CIV	J.	Williams	2.40		.80		
CIV	J.	Stevens	1.20		.40			CIV	P.	Anderson	2.40		.80		
CIV	D.	Lamar	1.20		.40			CIV	R.	Dixon	2.40		.80		
LT	S.	Gardner	1.20		.40			CIV	M.	Holmes	2.40		.80		
ENS	A.	Adams	1.20		.40			CIV	S.	Hughes	2.40		.80		
CIV	T.	Little	1.20		.40			LT	R.	Walton	2.40		.80		
ENS	W.	Wilson	1.20		.40			ENS	P.	Buddy	2.40		.80		
LT	C.	Waters	1.20		.40			CIV	W.	Sims	2.40		.80		
LT	B.	Michaels	1.20		.40			CIV	J.	Henderson	2.40		.80		
ENS	K.	Robinson	1.20		.40			CIV	R.	Wilson	2.40		.80		
CIV	C.	Crispin		2.40	.80			LT	P.	Mickens		2.40	.80		
CIV	A.	Toledo		2.40	.80			CIV	P.	Faulks		2.40	.80		
LT	J.	Young		2.40	.80			TOTAL				13.20	16.80	18.00	
CIV	L.	Marks		2.40	.80			TOTAL CHARGES				58.80	19.60		
CIV	T.	Brown		2.40	.80			CASH OVER (SHORT)				.05			
ENS	S.	Allen		2.40	.80			CASH TURNED IN				58.85	19.60		
LT	F.	Thompson		2.40	.80			REMARKS					.05 over due to mischarge		
TOTAL			13.20	16.80	18.00										
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER							SIGNATURE OF LAST OR ONLY HEADCOUNTER								
W.B. Ellis, Ens							A. Samuels Bma								

SHEET 01

Figure 2-6

[illegible]

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CASH RECEIPT CERTIFICATE
(NAVCOMPT FORM 2114)

CASH RECEIPT CERTIFICATE		
RECEIVED FROM		
LT. Ron A. Aldridge		
THE SUM OF	(Amount in figures)	
Thirty Two Dollars and $\frac{40}{100}$		
	DOLLARS	\$ 32 $\frac{40}{100}$
for which I hold myself accountable to The United States of America		
PURPOSE (State reason for receipt of funds)		
Payment for meals sold on credit in May 1998		
SIGNATURE	NUMBER	DATE
D. J. Cook	0233	7 Jun 98
NAVCOMPT FORM 2114 (REV. 1-70)		
S/N 0104-LF-703-9602		
A-18088		

Figure 2-8

POSTING DEPOSITS TO THE DISBURSING OFFICER IN THE CASH RECEIPT BOOK (NAVSUP FORM 470)

[illegible]

Figure 2-9

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MONTHLY VERIFICATION OF OFFICIAL FUNDS IN THE CUSTODY OF THE GENERAL
MESS COLLECTION AGENT

<i>Ship's Letterhead</i>	
	IN REPLY REFER TO (date)
<u>MEMORANDUM</u>	
From:	Senior Member, Cash Verification Board
To:	Commanding Officer
Subj:	MONTHLY VERIFICATION OF OFFICIAL FUNDS IN THE CUSTODY OF THE GENERAL MESS COLLECTION AGENT
Ref:	(a) NAVCOMPTMAN 042451 (b) NAVSUP P-486, Vol I, para 2202-4
1. In accordance with references (a) and (b), the funds in the custody of the General Mess Collection Agent were verified today at 0930. Total funds held by the General Mess Collection Agent included cash in the amount of \$150.00 which is in agreement with the record of the Disbursing Officer's cash advance to the Collection Agent for the General Mess.	
Very respectfully, (signed) J. B. Topchop	
Copy to:	
Disbursing Officer	
File	

Figure 2-10

PART D: RATION CREDIT DETERMINATION ASHORE

2300 ASHORE RATION CREDIT DETERMINATION

1. Field Conditions: When galleys are operating in support of maneuvers, war games, field exercises, or similar operations where the galley is the only reasonable means of government subsistence, take ration credit for all enlisted members entitled to rations-in-kind and all enlisted members on Temporary Field Assignment (TFA) or Essential Unit Messing (EUM) status who are receiving BAS with a deduction from pay for meals served under field conditions. All of these personnel are treated as RIK for food service accounting purposes. Take ration credit for all rations sold as cash in accordance with paragraph 2201-2b.

a. Each day, the total number of meals that were sold for cash, as recorded on the DD Form 1544, will be added and recorded in columns (2) through (6) of the NAVSUP Form 338 as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(1) Day of Mo.	Enter the appropriate day of the month.
(2) B	Actual number of breakfast meals sold for cash as recorded on the DD Form 1544.
(3) L	Actual number of lunch meals sold for cash as recorded on the DD Form 1544.
(4) D	Actual number of dinner meals sold for cash as recorded on the DD Form 1544.
(5) N	Actual number of night meals sold for cash as recorded on the DD Form 1544.
(6) Daily	Column (2) x .20 + column (3) x .40 + column (4) x .40 + column (5) x (if breakfast meal .20, if lunch or dinner meal .40). (Do not round this value.) (Other Ration Credit Conversion Factors can be found in the quarterly NAVSUPNOTE 7330).

2. Standard Conditions: Ration credit determination is based on the number of signatures from enlisted members entitled to rations-in-kind recorded on the Meal Signature Record (NAVSUP Form 1291) and the number of rations sold as cash in accordance with para. 2201-2b. Each day, the total number of meals that were sold for cash, as recorded on the DD Form 1544, will be added and recorded in columns (2) through (6) of the NAVSUP Form 338 in accordance with para. 2300 1a.

2301 ASHORE GENERAL MESSES

Activities considered general messes ashore include all:

- ashore activities; except naval hospitals operating a hospital mess;
- mobile construction battalions operating general messes ashore;

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- c. fleet and force commands operating general messes ashore;
- d. cargo handling battalions operating in general messes ashore;
- e. inactive service craft facilities;
- f. naval beach groups; and
- g. general messes operated aboard permanently moored ships which grant liberty, like shore commands, including naval inactive ship maintenance facilities.

2302 MEAL PASSES AND RATIONS ALLOWED NUMBER

1. MEAL PASSES. The Meal Pass (NAVSUP Form 1105) is used to identify and control the various types of personnel authorized to subsist from general messes ashore. NAVSUP Form 1105 is already serialized and available in white (WHT), blue (BLU), pink (PINK), green (GRN), salmon (SLM), or yellow (YLW). The different colors of meal passes will be used to identify and differentiate among the various categories of enlisted personnel.

a. Personnel Support Activity Detachment (PSD/PERSUPPDET). PERSUPPDET is responsible for the actual issue and control of meals passes. In the absence of a PERSUPPDET, the command activity performing personnel and administrative functions will issue and control meal passes.

b. Host Command. The command operating the general mess will establish policies and guidelines concerning issue and use of meal passes. This will ensure all tenant activities follow the same procedures to use the host command's general mess. The host command specifies which colors to use for each type of personnel category. The host command will coordinate procedures for controlling the issuance of meal passes with the PERSUPPDET, or the command performing personnel and administrative functions.

c. Recall or Loss of Meal Passes. The enlisted members' command will temporarily withdraw meal passes from personnel departing on leave, travel, TDY or TAD. The command will take responsibility for temporary custody of meal passes and control of this process. The command/PERSUPPDET will establish positive controls to ensure meal passes of personnel receiving COMRATS/BAS or detaching the command are permanently recalled. The serial numbers of permanently recalled or lost meal cards will be made available to personnel checking passes at the general mess.

d. Leave or Travel Orders in Lieu of Meal Pass.

(1) Enlisted personnel will turn in their meal passes before they receive leave papers Part 3 of the Leave Authorization Form (Officer and Enlisted) (NAVCOMPT Form 3065) for personnel entitled to rations-in-kind will be annotated in the lower right hand corner as follows:

"ENTITLED TO GENERAL MESS MEALS EXCEPT DURING PERIOD
OF LEAVE. MEAL PASS NO. _____."

The meal pass serial number will be entered in the space provided when the meal pass is turned in and before issuing the leave papers. The leave papers may then be used instead of a meal pass, except during the actual leave period. When using leave papers instead of a meal pass, the master-at-arms will check the "commencing" and "ending" hours and dates to

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determine subsistence eligibility. The individual may be allowed access on a sale of meal basis during the leave period.

(2) Enlisted personnel under official travel orders that indicate the individual is entitled to subsistence-in-kind will be allowed access to the general mess at no charge. Record the travel order number and issuing command in the meal signature record and annotate the original travel orders indicating the exact meals provided at no cost.

2. **RATIONS ALLOWED.** Rations allowed are of two types, those enlisted personnel entitled to subsistence-in-kind and others authorized to use the general mess on a cash payment basis.

a. **Rations-in-Kind Personnel.** The supporting PERSUPPET or, if there is no supporting PERSUPPET, the Command Executive or Personnel Officer will furnish required rations allowed information for subsistence-in-kind personnel.

(1) At the beginning of the month, the Food Service Officer will obtain a copy of a muster report from the PERSUPPET or if applicable, the Executive Officer, the estimated daily number of rations-in-kind personnel entitled to be fed. Additionally, the Food Service Officer should be advised of any known evolutions that might substantially affect the number of anticipated rations to be fed during the month, (e.g. training exercises, reservists training, large visiting groups, or change in BAS policy).

(2) At the end of the month or quarter the Food Service Officer will obtain from the PERSUPPET or, if applicable, the Executive/Personnel Officer, the total number of subsistence-in-kind rations allowed for the period. The subsistence-in-kind rations allowed number is the potential number of rations that could have been fed at government expense. It is equal to the number of man days that enlisted personnel were entitled to government rations during the period. This excludes days when personnel normally entitled to subsistence-in-kind were receiving a basic allowance for subsistence (BAS/COMRATS) because of leave, travel, hospitalization, or days when normally entitled personnel were on unauthorized absence. This report will be made for each of two categories; Navy Regular and Other Personnel. The Other Personnel category includes all personnel entitled to be furnished subsistence-in-kind who are not regular Navy enlisted (e.g. other service regular, reserve or guard; midshipmen or cadets; Coast guard; foreign military and Navy reservists).

b. **CASH SALES.** The Food Service Officer will include rations sold for cash as allowed rations under the Other Personnel category. Prepare certifications as required and arrange to complete and sign the certification prior to the departure of the personnel involved.

2303 SIGNATURE HEAD COUNT PROCEDURES FOR RATIONS-IN-KIND PERSONNEL

1. **GENERAL.** Ashore general messes will use signature head count procedures except in fully automated operations and mass feeding situations. For facilities utilizing an automated system, patrons who do not possess an automated access card will sign the NAVSUP 1291 that will be retained as supporting documentation, rather than identifying the patron as a 'diner without a card'. The cashier is responsible for inserting the access card into the reader, rather than allowing the patron to do so. This will ensure the card is properly read and allow for proper identification of the patron.

A signature head count procedure documents the actual number of personnel fed at each meal entitled to rations-in-kind. A signature head count means each person receiving the meal signs his/her name and meal pass number on a Meal Signature Record (NAVSUP Form 1291).

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Audit boards use the signatures to verify ration entitlements when validating signature head count totals. Ration credit for the NAVSUP Form 1291 is based on the number of signatures recorded. Individuals passing through the serving line more than once during the same meal will sign the NAVSUP Form 1291 only once. Personnel must sign the NAVSUP Form 1291 in ink. Figure 2-11 provides an example of a completed NAVSUP Form 1291.

2. MEAL SIGNATURE RECORD (NAVSUP FORM 1291) DOCUMENT PREPARATION

a. Heading Section. The heading of the NAVSUP Form 1291 will be completed as follows before each meal:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Date	Enter current date.
Sheet No.	Enter sheet number consecutively starting with number 0001. Ensuring that each sheet is numbered and dated prior to each meal allows control and prevents loss or misuse of the signature sheet.
Categories of Personnel	Personnel in each category are required to sign separate forms. This determines the actual number of personnel fed for each category of personnel. Place forms on separate clipboards for each category. The different categories will be indicated by using stenciled signs or color coding to match meal pass colors.

b. Signature Section. A Master-at-Arms or other person authorized in writing by the Food Service Officer (see appendix B for sample letter) will supervise the signing of the NAVSUP Form 1291 sheets (Figure 2-11). This individual positioned behind the signature counter will verify meal passes and direct personnel to the correct signature sheet. The Master-at-Arms will determine the eligibility of personnel passing through the serving line to eat in the general mess and require each person to show a valid meal pass and military identification card (this procedure will ensure that only persons entitled to rations-in-kind eat meals at government expense). Signatures and meal pass numbers will be legible. The signature section of the NAVSUP Form 1291 will be filled out as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Signature	Individuals legibly sign their last name.
Meal Pass Number	Individuals legibly enter their meal pass number.
Command/Unit	Command or unit entries are not required by parent activity or host command personnel. Tenant activity personnel do not have to enter command or unit entries if the host command knows how to identify the tenant activity personnel from the meal pass members. Transient personnel must annotate the NAVSUP Form 1291 with their command/unit.

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Immediately after securing the serving line, the Master-at-Arms will assemble the NAVSUP Form 1291s in sequence by category of personnel fed. The Master-at-Arms will draw an ink line below the last name on each form and initial this line indicating that no other signatures will be recorded on the form.

3. **CONTRACT FOOD SERVICE PERSONNEL.** Activities with contract food service personnel will use a separate NAVSUP Form 1291 prepared in duplicate to record signatures of the contract personnel. These personnel only enter their first initial and last name in the signature block. The Food Service Officer will furnish the original copy to the contractor and retain the duplicate copy.

4. **NIGHT AND BRUNCH MEALS.** Meals served between 2000 and 0300 hours will be recorded as night meals. Brunch meals served before 0900 will be recorded as breakfast meals and brunch meals served after 0900 will be recorded as lunch meals.

5. **SPECIAL MEAL FEEDING.** Special meal feeding includes picnics, barbecues, cookouts, and other similar events. The individual supervising the event will count the number of personnel authorized ration credit at the event and complete a Recapitulation of Meal Record (NAVSUP Form 1292). The individual supervising the event will make arrangements with the Food Service Officer to assign a general mess cashier at the event or make other arrangements to collect money for meals sold for cash.

Report the number of personnel on the NAVSUP Form 1292 for the general mess meal that the special event replaced.

6. MASS FEEDING

a. **General.** Mass feeding means accounting for a group of personnel by using a Recapitulation of Meal Record (NAVSUP Form 1292) as a summary document instead of obtaining individual signatures on a NAVSUP Form 1291. Mass feeding occurs during field training exercises at recruit training centers, schools, brigs, and with groups fed outside the general mess such as picnics, boat crews, etc.

b. **Documenting Mass Feeding In the General Mess on the NAVSUP Form 1292 (Figure 2-12).** The person in charge of the group will use a NAVSUP Form 1292 to record the number of each category of personnel fed at the meal as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter current date for that meal.
1st Subtotal Block	Enter the total in the first subtotal block.
Remarks	Write an appropriate statement such as "mass feeding - school" or "mass feeding - picnic".
First Signature line	Sign name, grade or rate, and social security number.

The person in charge of the group presents the completed form to the Master-at-Arms on the serving line. The Master-at-Arms counts the personnel in the group to verify the first subtotal figure. The Master-at-Arms then makes the following annotations:

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<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Remarks	Write "total verified"
Second Signature line	Sign name and grade or rate.

The Master-at-Arms retain the NAVSUP Form 1292 and assembles it with the NAVSUP Form 1291 sheets for that meal.

c. Personnel Not Passing Through the Serving Line. Meals furnished to personnel not passing through the serving line, such as working parties, guard duty, inpatients of the dispensary or hospital, duty food service personnel, prisoner, and/or other personnel will be handled as mass feeding. A person eating individually in these circumstances will sign the NAVSUP Form 1291 and will be excluded from the count on the "Mass feeding" NAVSUP Form 1292.

A responsible person will be designated in charge of the group and instructed in the proper method of completing the NAVSUP Form 1292. This individual will prepare the form as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter current date for that meal.
1st Subtotal Block	Enter the total in the first subtotal block.
Remarks	Write an appropriate statement such as "working parties", "inpatients of the dispensary/hospital", "duty food service personnel", "prisoner", or "outing personnel"
First Signature line	Sign name, grade or rate, and social security number.

The responsible person designated in charge of the group presents the completed form to the general mess recordskeeper as soon as possible after the meal, but no later than the following morning.

The general mess recordskeeper will check for errors in completing the form and will make checks as required to verify the total. The recordskeeper will then make the following annotations:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Remarks	Write "checked"
Second Signature line	Sign name and grade or rate.

d. Meals Furnished By a General Mess to Inpatient Personnel in Hospitals and Dispensaries. This paragraph applies when there is no hospital mess being operated. Meals furnished to inpatient personnel in hospitals and dispensaries will be furnished on a NAVSUP Form 1292 as personnel not passing through the serving line. The person designated as the authorized representative of the hospital or dispensary will prepare and sign a daily NAVSUP Form 1292 (same as sub para. c). When more than one authorized representative supervises the different meals, each will initial the subtotal for the meal supervised and sign on the first signature line.

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The authorized representative will ensure the Food Service Officer receives the completed daily NAVSUP Form 1292 no later than the following morning. The general mess recordskeeper will check for errors in the completed form. The recordskeeper will sign the second signature line and ensure the NAVSUP Form 338 reflects these additional meal totals for ration credit computation.

2304 RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292) USED AS A DAILY MEAL SUMMARY

1. GENERAL. A NAVSUP Form 1292 will be used to summarize the ration credit total each day as indicated by Figure 2-13. An original and one copy will be prepared.

2. RESPONSIBILITIES AND DOCUMENT PREPARATION.

a. Master-at-Arms. Immediately after securing the serving line, the Master-at-Arms will assemble the NAVSUP Form 1291s in sequence by category of personnel fed. The Master-at-Arms will determine the number of signatures for each category. Figures for breakfast, lunch, dinner, and night/other will be included on the same form. Do not prepare a separate NAVSUP Form 1292 for each meal. The Master-at-Arms will make the following annotations:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter the current date.
Breakfast, Lunch, Dinner, Night/Other.	Enter the numbers in the appropriate blocks.
1st Subtotal Block	Add all categories of personnel for each meal and enter this total number.
First Signature Line	After the dinner meal, sign on the first signature line and deliver the completed form to the general mess office where the required entries will be made. When more than one Master-at-Arms supervise meals during the day, each will initial the subtotal(s) for the meal(s) supervised. All of the Master-at-Arms personnel supervising a meal during the day will sign on the signature line of the NAVSUP Form 1292.

b. General Mess Cashier. The general mess cashier computes and enters the appropriate total number of meals in the "cash sales (include contract personnel)" block of the NAVSUP Form 1292. The general mess cashier will annotate the form as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter the current date.
Cash Sales (Include Contract Personnel)	Enter the numbers in the appropriate blocks.
Second Signature Line	Sign on the second signature line. When more than one general mess cashier collects money during the day, each cashier will initial the "cash sales" block for the meals they collect money. All general mess cashiers collecting money

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during the day will sign on the second line of the daily NAVSUP Form 1292. The entry beside the "cash sales" block will include all general mess meals sold. This includes meals for which cash was collected before admission to the serving line and meals sold on a credit basis.

These entries should agree with:

(1) meals sold for cash recorded on the Cash Meal Payment Book (DD Form 1544) sheets (see para. 2201-1b);

(2) signatures recorded on the Meal Signature Record (NAVSUP Form 1291) (see para. 2303-3) for contract food service personnel.

c. Food Service Recordskeeper. The general mess recordskeeper will audit the forms used by the Master-at-Arms and verify the head count. Contract food service personnel will sign the NAVSUP Form 1291 and the head count will be included opposite the cash sales (include contract personnel) block of the NAVSUP Form 1292. The recordskeeper should audit both forms and coordinate required corrections with the person responsible for the error. Both will initial the correction.

The recordskeeper will then make the following annotations on the NAVSUP Form 1292:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
2nd Subtotal	"1st subtotal" + "cash sales (include contract personnel)".
Personnel Not Passing Through Serving Line	Enter the total of each category of personnel not passing through the serving line. Assemble the NAVSUP Form 1291 sheets and/or the NAVSUP Form 1292 used to document the personnel not passing through the serving line and attach them to the daily summary NAVSUP Form 1292. This allows the monthly records to include these numbers in the appropriate totals for the different categories of personnel.
Grand Total	"2nd subtotal" + "Personnel not passing through serving line".
Ration Credit	"Grand totals" x "appropriate conversion factors".
Total Credit	Add the ration credits for all meals and enter the total in the "total credit" block (round to the nearest whole ration).
Third Signature Line	Sign on the third signature line after all computations have been checked.

The recordskeeper then enters the numbers of meals sold for cash and rations-in-kind meals fed for each meal on the NAVSUP Form 338 (Figure 2-14). NOTE: The recordskeeper must include the numbers of personnel not passing through the serving line in the appropriate blocks of the NAVSUP Form 338. Entries on the NAVSUP Form 338 will be made as follows:

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<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(1) Day of Mo.	Enter the appropriate day of the month.
(2) B	Actual number of meals sold for cash as recorded on the NAVSUP Form 1292 (cash sales (include contract personnel) block), breakfast column.
(3) L	Actual number of meals sold for cash as recorded on the NAVSUP Form 1292 from the (cash sales (include contract personnel) block), lunch column.
(4) D	Actual number of meals sold for cash as recorded on the NAVSUP Form 1292 from the (cash sales (include contract personnel) block), dinner column.
(5) N	Actual number of meals sold for cash as recorded on the NAVSUP Form 1292 from the (cash sales (include contract personnel) block), night/other column.
(6) Daily	Column (2) x .20 + column (3) x .40 + column (4) x .40 + column (5) x (if breakfast meal .20, if dinner meal .40). (Do not round this value).
(7) B	Actual number of meals fed - rations-in-kind as recorded on the NAVSUP Form 1292 (1 st subtotal block), breakfast column.
(8) L	Actual number of meals fed - rations-in-kind as recorded on the NAVSUP Form 1292 (1 st subtotal block), lunch column.
(9) D	Actual number of meals fed - rations-in-kind as recorded on the NAVSUP Form 1292 (1 st subtotal block), dinner column.
(10) N	Actual number of meals fed - rations-in-kind as recorded on the NAVSUP Form 1292 (1 st subtotal block), night/other column.
(11) Daily	Column (7) x .20 + column (8) x .40 + column (9) x .40 + column (10) x (if breakfast meal .20, if dinner meal .40). (Do not round this value).
(12) RIK/Cash Sales	Column (6) + Column (11) (round to the nearest whole ration).
(13) Cumulative Total	Column (12) + the previous day's entry in Column (13).

3. DISTRIBUTION. The Food Service Officer will retain the original (NAVSUP Forms 1291s and 1292s supporting daily summary NAVSUP Form 1292 attached) for use in preparing the monthly NAVSUP Form 1292;

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2305 RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292) USED AS A MONTHLY SUMMARY

1. PREPARATION. At the end of each month, the Food Service Officer will prepare a monthly NAVSUP Form 1292 summary (Figure 2-15). This document will summarize information from the daily NAVSUP Form 1292s as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter month and year.
Breakfast, Lunch, Dinner, Night/Other	Enter the summary numbers in the appropriate blocks by categories.
1st Subtotal Block	Add all of the categories of personnel of each meal and enter this total number.
Cash Sales(Include Personnel)	Enter the summary numbers in the appropriate Contract blocks.
2nd Subtotal	"1st subtotal" + "cash sales (include contract personnel)".
Personnel Not Passing Through Serving Line	Enter the summary numbers in the appropriate blocks.
Grand Total	"2nd subtotal" + "Personnel not passing through serving line".
Ration Credit	"Grand totals" x "appropriate conversion factors".
Total Credit	Add the ration credits for all meals and enter the total in the "total credit" block (round to the nearest whole ration).

The Leading Mess Management Specialist and the recordskeeper will sign the first signature line of the 1292 monthly recap. The Food Service Officer will sign the second line.

2. ROUNDING DIFFERENCES. Using daily rounding procedures may cause disagreement between the "total credit" block on the monthly NAVSUP Form 1292 and the ration credits claimed in the "cumulative total" column of the NAVSUP Form 338. When this occurs, use the figure most advantageous to the general mess after making adjustments as follows:

a. When the "total credit" on the monthly NAVSUP Form 1292 is less than the "cumulative total" (column 13) of the NAVSUP Form 338, adjust the figure on the monthly NAVSUP Form 1292 as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Total Credit	Adjust this value to agree with the NAVSUP Form 338 figure.
Remarks	Include an explanation for the adjustment. Reflect the increase in the "Navy Regular" block of the NAVSUP Form 1357.

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b. When the "total credit" figure on the monthly NAVSUP Form 1292 is greater than the "cumulative total" (column 13) of the NAVSUP Form 338, the figure contained on the monthly NAVSUP Form 1292 and the remarks section of the NAVSUP Form 338 will be noted accordingly.

NOTE: The variation of ration credits due to daily rounding between the monthly NAVSUP Form 1292 and the NAVSUP Form 338 will not exceed (plus or minus) thirteen (13) credits per month.

3. SUBMISSION TO AN AUDIT BOARD. The Food Service Officer will submit records used to obtain monthly ration credit figures to an audit board on a monthly or quarterly interval based on command procedures. The Food Service Officer will assemble the monthly records and supporting documents in an orderly fashion. The monthly records and supporting documents include:

- a. General Mess Control Record (NAVSUP Form 338);
- b. Ration and Sales Report (NAVSUP Form 1357);
- c. Monthly Recapitulation of Meal Record (NAVSUP Form 1292);
- d. Cash Meal Payment (DD Form 1544) Sheets used during the month;
- e. Daily Recapitulation of Meal Record (NAVSUP Form 1292) Sheets used during the month;
- f. all supporting Meal Signature Record (NAVSUP Form 1291) Sheets used during the month; and
- g. any other documents supporting the daily ration credit figures.

2306 RESPONSIBILITIES

1. FOOD SERVICE OFFICER/LEADING MESS MANAGEMENT SPECIALIST. Their responsibilities include:

- a. managing and monitoring the head count procedures;
- b. training personnel to perform assigned duties;
- c. ensuring only authorized personnel receive rations-in-kind at government expense; and
- d. preparing and submitting required records and reports to the audit board.

2. MASTER-AT-ARMS. The Master-at-Arms responsibilities include:

- a. determining the eligibility of personnel passing through the serving line to eat in the general mess;
- b. requiring each person to show a valid meal pass and military identification card (this procedure will ensure that only persons entitled to rations-in-kind eat meals at government expense);
- c. obtaining signatures and legible meal pass numbers on the NAVSUP Form 1291;

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d. assisting the general mess cashier in obtaining signatures on DD Form 1544 sheets for cash sales;

e. receiving the NAVSUP Form 1292 from a group's supervisor for mass feeding in the general mess, counting the number of personnel in the group as they enter the serving line, verifying the total number of personnel in mass feeding and entering "total verified" in the "remarks" block when signing the second signature line of the form; and

f. preparing a daily NAVSUP Form 1292 that summarizes the information in the supporting documents.

3. **GENERAL MESS RECORDSKEEPER.** The general mess recordskeeper verifies the entries made on the NAVSUP Form 1292 by the master at arms personnel and general mess cashiers, and makes the entry on the form for personnel not passing through the serving line. The recordskeeper will:

a. verify totals of each type for category of personnel listed;

b. check cash sales figures and ensure the number of meals sold for cash includes credit sales;

c. ensure the NAVSUP Form 1292 for duty food service personnel does not include personnel receiving COMRATS/BAS;

d. check meals requested and furnished for other types of personnel not passing through the serving line and ensure the assigned personnel complete the required forms;

e. ensure the number of signatures from contract food service personnel on the NAVSUP Form 1291 does not exceed the number of personnel on duty during the meal;

f. report problems to the Food Service Officer for corrective action;

g. make required corrections to personnel counts, coordinate the correction with the person making the error.

2307 AUDIT BOARD PROCEDURES

1. **COMPOSITION.** The Commanding Officer of the activity will appoint personnel to an audit board to review records and procedures of the general mess. The audit board will consist of one to three individuals, not associated with the food service operation. One of the individuals will be a subject matter expert in food service operations. Members of the audit board must be officers, civilian employees of appropriate grade, or enlisted E7 – E9. The audit board will convene at the activity being reviewed.

2. **RESPONSIBILITY.** The audit board is responsible for ensuring compliance with procedures contained in this publication, the checklists contained in appendix I, the validation of signature head count totals, and the verification of monthly ration credit totals.

3. **QUARTERLY REVIEW OF PROCEDURES.** The audit board will conduct a thorough review of head count procedures at least once each quarter. The audit will ensure the command maintains required controls over the issue and recall of the meal passes and the command provides the required security for on hand supplies of unused meal passes.

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The audit board will check controls for the issue and recall of meal passes by selecting a random sample of 25 meal pass numbers from the NAVSUP Form 1291 sheets during the current review period. The meal pass numbers will include tenant activities using the host command's general mess.

The audit board will conduct a similar review for a small number of personnel in a leave status. This audit will determine if the meal passes were recalled prior to the personnel departing on leave.

The audit board will observe procedures used during a meal to review compliance with regulations. Specific procedures to observe include determining eligibility of personnel for rations-in-kind, determining proper places for cash sales, obtaining legible signatures from personnel, and documenting any mass feeding of groups.

4. **AUDIT OF RATION CREDIT TOTALS.** The purpose of the audit of ration credit totals is to verify daily ration credit figures and to ensure all monthly forms used to record ration credit totals are in agreement. The audit of ration credit totals may be conducted monthly or quarterly depending on local command procedures.

The audit board will first review the daily NAVSUP Form 1291, the DD Form 1544 sheets, and NAVSUP Form 1292. The total number of ration credits for each category of personnel on the daily documents should agree with the daily summary NAVSUP Form 1292. The audit board will then review the month's daily summary NAVSUP Form 1292 documents. The total number of ration credits for each category of personnel on the daily documents should agree with the daily summary NAVSUP Form 1292.

The audit board will review the month's daily summary NAVSUP Form 1292 documents. The total number of ration credits should agree with the monthly NAVSUP Form 1292 prepared for the audit board by the Food Service Officer.

The audit board will then review the following records to ensure the monthly total ration credit figures are in agreement:

- a. monthly NAVSUP Form 1292;
- b. monthly NAVSUP Form 338; and
- c. monthly NAVSUP Form 1357.

Accommodations for rounding errors will be accounted for following the procedures outlined in para. 2305-2. The audit board will make any required corrections, reconcile the corrections with the Food Service Officer (the Food Service Officer will initial the changes and sign the monthly NAVSUP Form 1292). The audit board will provide the signed original monthly NAVSUP Form 1292 document to the Food Service Officer along with the daily summary NAVSUP Form 1292s.

All NAVSUP Form 1291 documents will be destroyed except those for foreign personnel and contract food service personnel. The Food Service Officer will retain the NAVSUP Form 1291s for foreign personnel and contract food service personnel for a period of one year.

5. **REPORTS TO THE COMMANDING OFFICER.** The audit board will make a summary report of audit findings to the Commanding Officer after conducting each audit. The report will include a statement citing compliance with procedures and directives or the report will state otherwise. Problems in meal pass control, determining eligibility for personnel in the serving

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line, or documenting mass feeding will be reported when discovered. The audit board will retain the summary report after the Commanding Officer's review, and forward one copy to the activities Food Service Officer. The summary report and the working papers used to develop the report will be retained for one year.

If any individual discovers personnel on COMRATS/ BAS eating meals at government expense, the individual must take appropriate action to properly document the offense. A report will be made to the Commanding Officer of the command to which the individual is attached for appropriate action.

6. REPORTS TO THE SUPPORT SERVICES DIRECTORATE, FOOD SERVICE DIVISION (SUP 51). The Food Service Officer will submit corrected reports and returns resulting from audits of ration credit totals. Follow the procedures contained in paras. 7015 and 7306 respectively for submitting corrected reports and returns to SUP 51.

MEAL SIGNATURE RECORD (NAVSUP FORM 1291)

MEAL SIGNATURE RECORD (4061)
NAVSUP FORM 1291 (REV. 2-72)

DATE: 11 JUNE 98 SHEET NO: 0001

LESS LINE 1291, PART 1.

CATEGORY OF PERSONNEL (Check applicable block)	<input checked="" type="checkbox"/> NAVY REGULAR <input type="checkbox"/> NAVY RESERVE <input type="checkbox"/> NAVY ROTC	<input type="checkbox"/> NAVY CADETS <input type="checkbox"/> MARCORPS REGULAR <input type="checkbox"/> MARCORPS RESERVE	<input type="checkbox"/> ARMY REGULAR <input type="checkbox"/> ARMY RESERVE <input type="checkbox"/> ARMY NAT'L GUARD	<input type="checkbox"/> COAST GUARD <input type="checkbox"/> CIVILIAN APPLICANTS <input type="checkbox"/> AIR FORCE REGULAR	<input type="checkbox"/> AIR FORCE NATIONAL GUARD <input type="checkbox"/> FOREIGN <input type="checkbox"/> OTHER (Specify)
---	---	--	---	--	---

SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT
E. Corno	B703511		J. Reeves	B703359	
C. Adolphia	B703515		F. Fyfe	B703486	
R. Graham	B703499		W. Fitzpatrick	A203596	
B. Eng	B703467		F. Taylor	B703491	
D. Vinton	B703516		J. Zucco	B703359	
J. E. Ueber	B703522		H. Spring	B703549	
H. Andrews	B703343		D. Dym	B703330	
B. Williams	B703496		N. Kowalski	B703500	
B. Smith	B703466		M. Hawley	B703594	
D. Johnson	B703512		J. Jackson	B703506	
B. Mather	B703427		G. Morgan	B703393	
O. Ring	B703374		J. Miller	B703421	
V. Blackwell	B703573		J. Valer	A703395	
T. Caldwell	B703318		W. Johnson	B703449	
J. Williams	B703417		H. Howell	B703400	
P. Minor	B703459		S. Diva	B703339	
K. Roney	B703575		H. Bantia	B703383	
P. Graham	B703429		L. Neugebauer	B703552	
			G. Gachbach	B703460	
			J. Shays	B7034	
			C. Bass	B703572	
			E. Jones	B703401	
J. Williams	B703553		C. Bridgmont	B703569	
J. Brown	B703522		M. Marlowe	B703447	
R. Ross	B703437		R. Watts	3358	

Personnel who do not possess a meal pass use the last four digits of their SSN as their meal pass number

5/4 010A NC 4-6301

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DOCUMENTING MASS FEEDING ON THE RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292)

RECAPITULATION OF MEAL RECORD (4061)		PERIOD OR DATE <i>29 May 98</i>			
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY	REGULAR				
	RESERVE				
	ROTC				
	CADETS				
MARINE CORPS	REGULAR				
	RESERVE				
ARMY	REGULAR				
	RESERVE				
	NATIONAL GUARD				
COAST GUARD					
CIVILIAN APPLICANTS					
AIR FORCE	REGULAR				
	NATIONAL GUARD				
FOREIGN					
OTHER (Specify)					
CA					
<div style="border: 1px solid black; padding: 5px; margin: 5px;"> Person in charge of the group will write an appropriate statement indicating the reason for mass feeding and sign in the first signature line. </div>					
<div style="border: 1px solid black; padding: 5px; margin: 5px;"> Total number is group being fed under mass feeding </div>					
			128		
GRAND TOTAL					
CONVERSION FACTOR			20%	40%	
RATION CREDIT					
REMARKS		"MASS FEEDING - SCHOOL" "TOTAL VERIFIED"			
STATION AUDIT BOARD					
The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals receipted for.					
<i>J.M. Scholtz</i> J.M. SCHOLTZ, QMC, USN SIGNATURE AND RANK, RATE, OR GRADE					
<i>J.M. Maa</i> J.M. MAA, BM2, USN SIGNATURE AND RANK, RATE, OR GRADE					

S/N 0108-LF-501-2920

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Figure 2-12

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DOCUMENTING DAILY MEAL SUMMARY ON THE
RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292)

RECAPITULATION OF MEAL RECORD (4061)					PERIOD OR DATE	
NAVSUP FORM 1292 (REV. 3-75)					30 Jun 98	
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER	
NAVY	REGULAR	6	9	8		
	RESERVE					
	ROTC					
	CADETS					
MARINE CORPS	REGULAR	42	134	119		
	RESERVE					
ARMY	REGULAR	9	13	11		
	RESERVE					
	NATIONAL GUARD					
COAST GUARD						
CIVILIAN APPLICANTS						
AIR FORCE	REGULAR					
	NATIONAL GUARD					
FOREIGN						
OTHER (Specify) TAR		2	2	2		
1ST SUBTOTAL		59 _{ABW}	158 _{POW}	140 _{RAT}		
CASH SALES (INCLUDE CONTRACT PERSONNEL)		26	35	14		
2ND SUBTOTAL		85	193	154		
PERSONNEL NOT PASSING THROUGH SERVING LINE		12	12	12		
GRAND TOTAL		97	205	166		
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE	
RATION CREDIT		19.40	82.00	66.40		
REMARKS					TOTAL CREDIT	
					167.80	
STATION AUDIT BOARD						
The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals receipted for.						
SIGNATURE AND NAME, RATE OR GRADE		SIGNATURE AND NAME, RATE OR GRADE				
P.B. Williams, SK1		K.A. Treadwell, DK2				
T.J. Carlos, MS3						
F.M. Jones, MS2						
S/N 0108-LF-501-2920						
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Figure 2-13

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POSTING RATIONS FROM THE DAILY SUMMARY (NAVSUP FORM 1292) TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

F84120001 TIME: 21:27

NAVSUP FORM 338

GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) ***

GENERAL MESS CONTROL RECORD (4061)
NAVSUP FORM 338 (REV. 11-84)

FROM (Name of Ship or Station) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE

BDFA 5.38 SUPPLEMENTAL 0

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT	
	B 20% (2)	L 40% (3)	D 40% (5)	N 20/40% (5)	DAILY (6)	B 20% (7)	L 40% (8)	D 40% (9)	N 20/40% (10)	DAILY (11)	DAILY (12)	CUMULATIVE TOTAL (13)
BF JUN												7778
BQ 20	0	29	0	0	13.05	0	74	0	52	54.10	67	7845
BQ 21	0	30	0	1	13.90	0	67	0	49	49.75	64	7909
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134	8043
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115	8158
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	8267
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	8392
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	8493
BQ 27	0	4	0	1	2.20	0	74	0	65	59.30	62	8555
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69	8624
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	8748
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168	8916
TOTALS												8916

COMMENTS

RATION CREDIT FORMULA 40%

RATION CREDIT FORMULA 40%

RECAPITULATION OF MEAL RECORD (4061)

NAVSUP FORM 1292 (REV. 3-79)

PERIOD OR DATE 30 Jun 98

CATEGORY OF PERSONNEL	BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY				
REGULAR	6	9	8	
RESERVE				
ROTC				
CADETS				
MARINE CORPS				
REGULAR	42	134	119	
RESERVE				
ARMY				
REGULAR	9	13	11	
RESERVE				
NATIONAL GUARD				
COAST GUARD				
CIVILIAN APPLICANTS				
AIR FORCE				
REGULAR				
NATIONAL GUARD				
FOREIGN				
OTHER (Specify)				
TAR	2	2	2	
1ST SUBTOTAL	59 PW	158 PW	140 PW	
CASH SALES (INCLUDE CONTRACT PERSONNEL)	26	35	14	
2ND SUBTOTAL	85	193	154	
PERSONNEL NOT PASSING THROUGH SERVING LINE	12	12	12	
GRAND TOTAL	97	205	166	
CONVERSION FACTOR	20%	40%	40%	% APPLICABLE
RATION CREDIT	19.40	82.00	66.40	
REMARKS				
TOTAL CREDIT	167.80			

STATION AUDIT BOARD

The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals received for.

SIGNATURE AND RANK OF BRANCH
P.O. Williams SK1
K.A. Treadwell DK2

SIGNATURE AND RANK OF BRANCH
T.W. Carlos MS3
F.M. Jones MS2

S/N 0108-LF-501-2920

Total rations for the day must be the same

Figure 2-14

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DOCUMENTING MONTHLY SUMMARY OF MEALS ON THE RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292)

RECAPITULATION OF MEAL RECORD (4061)		PERIOD OR DATE 06/01/98 - 06/30/98			
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY	REGULAR	225	364	166	32
	RESERVE	2	127		5
	ROTC				
	CADETS				
MARINE CORPS	REGULAR	804	2681	1944	302
	RESERVE				
ARMY	REGULAR	256	378	229	43
	RESERVE				
	NATIONAL GUARD				
COAST GUARD			5		
CIVILIAN APPLICANTS					
AIR FORCE	REGULAR				
	NATIONAL GUARD				
FOREIGN					
OTHER (Specify) TAR		2	2	2	
1ST SUBTOTAL		1289	3557	2341	382
CASH SALES (INCLUDE CONTRACT PERSONNEL)		250	639	55	8
2ND SUBTOTAL		1539	4196	2396	390
PERSONNEL NOT PASSING THROUGH SERVING LINE		12	269	12	
GRAND TOTAL		1551	4465	2408	390
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE
RATION CREDIT		310.20	1823.90	963.20	156.00
REMARKS TOTAL CREDIT ADJUSTED BY 4 TO AGREE WITH THE 338					TOTAL CREDIT 3257.00
STATION AUDIT BOARD					
The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals receipted for.					
SIGNATURE AND NAME, RATE, OR GRADE F. M. JONES, MS2					
SIGNATURE AND NAME, RATE, OR GRADE S. A. CLINTON, MSC					
SIGNATURE AND NAME, RATE, OR GRADE W. B. ELLIS, ENS.					
S/N 0108-LF-501-2920					

U.S. Government Printing Office: 1988-505-007/90739 2-1

Figure 2-15

PART E: RATION CREDIT DETERMINATION AFLOAT

2400 AFLOAT RATION CREDIT DETERMINATION

1. **DAYS AT SEA.** Days at sea include the day of leaving and the day of returning to port. The time of departure or return does not matter. Take ration credit for all enlisted personnel entitled to rations-in-kind in the general mess plus ration credits obtained by converting meals sold for cash to rations.
2. **DAYS IN PORT.** In port means at berth or at anchor in ports located in the United States or overseas when liberty is granted. Take ration credit only for meals fed, except for the day of leaving and the day of returning to port as mentioned above.
3. **SIMULATED AT SEA EXERCISES.** Take full ration credit for all enlisted personnel aboard ship entitled to rations-in-kind during days of simulated at sea exercises in port; for example fast cruise, general quarters, engineering casualty control drills (ECCs).
4. **CROSSING THE INTERNATIONAL DATELINE.** Adjust ration allowances to compensate for the change in the calendar day resulting from crossing the 180th meridian. When time is set back one day in crossing from the west (Japan) to the east (United States), take ration credits for the extra day. When the time is advanced one day in crossing from the east (United States) to the west (Japan), do not take ration credits for the lost day.

2401 RATIONS ALLOWED NUMBER

1. **EXECUTIVE OFFICER OR PERSONNEL OFFICER.** The Executive Officer or the Personnel Officer will provide a copy of the daily muster report to the Food Service Officer. Discussions concerning scheduled visits or evolutions affecting the number of rations allowed should be included for planning purposes.

When rations for foreign or other types of personnel, including TAR's are included, the Food Service Officer will be advised to allow completion of certification when required. The Food Service Officer should be advised of any significant changes to the number of personnel entitled to subsist from the general mess.

2. **FOOD SERVICE OFFICER.** The Food Service Officer should use the ship's daily muster report and other information provided by the Executive Officer or Personnel Officer to:
 - a. plan the quantities of food required on the following day based on the number of personnel expected.
 - b. prepare certifications as required and arrange to complete and sign the certification prior to the departure of the personnel involved.
 - c. The ship's daily muster reports should be used to prepare a summary document of the rations allowed for the quarterly or accounting period General Mess Operating Statement (NAVSUP Form 1358) (discussed in Chapter 7).

2402 ACCURATE COUNTING

1. **IN PORT.** Ensure an accurate count of all personnel consuming meals from the general mess is taken in port, using a mechanical counting device. Accurate head counts preclude

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food waste, provide historical information when planning endurance loading, and serve as a critical input during menu preparation. Additionally, in port, accurate head counts serve as the basis for recording the daily ration credit.

2. SPECIAL EVENTS. An accurate count of all types of personnel eating meals at barbecues, cookouts, picnics and other special events supported by the general mess ensures appropriate ration credits will be taken. The Food Service Officer will:

- a. review the appropriate ration credits;
- b. review and sign the appropriate documents to ensure all food items used were included in the daily issue documents to the general mess; and
- c. ensure an accurate number of personnel attending the event was included in the appropriate column(s) of the NAVSUP Form 338.

2403 RECORDING AFLOAT RATION CREDIT

1. DAILY MUSTER REPORT. The daily muster report will include the total number of personnel assigned (less personnel on leave, TAD/TDY, unauthorized absentees, etc.). This number should include enlisted members on Temporary Afloat Assignment (TAA) status who are receiving BAS with a deduction from pay for meals served while on TAA status and are treated as RIK for food service accounting purposes. The muster report informs the Food Service Officer of the total number of enlisted personnel allowed entitled to rations-in-kind. The following three paragraphs discuss recording rations on the General Mess Control Record (NAVSUP Form 338) for afloat activities.

2. RATIONS SOLD FOR CASH. Meals sold for cash are recorded on the Cash Meal Payment Book (DD Form 1544) Sheets in accordance with para. 2201-1b and meals sold on a credit basis are recorded on the Sale of General Mess Meals (NAVSUP Form 1046) in accordance with para. 2201-2b (Figure 2-16). Each day, the total number of meals that were sold for cash or on a credit basis, as recorded on the DD Form 1544 and NAVSUP Form 1046, will be added and recorded in columns (2) through (6) of the NAVSUP Form 338 as follows :

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(1) Day of Mo.	Enter the appropriate day of the month.
(2) B	Actual number of breakfast meals sold for cash and credit as recorded on the DD Form 1544 and NAVSUP Form 1046.
(3) L	Actual number of lunch meals sold for cash and credit as recorded on the DD Form 1544 and NAVSUP Form 1046.
(4) D	Actual number of dinner meals sold for cash and credit as recorded on the DD Form 1544 and NAVSUP Form 1046.
(5) N	Actual number of night meals sold for cash and credit as recorded on the DD Form 1544 and NAVSUP Form 1046.
(6) Daily	Column (2) x .20 + column (3) x .40 + column (4) x .40 + column (5) x (if breakfast meal .20, if dinner meal .40). (Do not round this value.)

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NOTE: When the officers mess subsists out of the general mess on a continuous basis, all officer ration credits will be taken for all three meals on full days at sea, and during at sea meals on days entering or leaving port.

3. RATIONS IN KIND

a. In Port. Take ration credit only for meals fed, except for the day of leaving and the day of returning to port as mentioned in para. 2400-2. This value is what is entered on the NAVSUP Form 1090 by the watch captain (Figure 2-17). Ensure these rations are only rations-in-kind and do not include rations sold for cash. NOTE: Subtract ration sold for cash or credit (as recorded on the NAVSUP Form 1046 and DD Form 1544) from the actual rations fed from the NAVSUP Form 1090 if they are included. (Figure 2-17). Enter this number on the General Mess Control Record (NAVSUP Form 338) and compute total ration credits for each day for meals fed under the rations-in-kind columns as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(7) B	Actual number of meals fed for breakfast as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.
(8) L	Actual number of meals fed for lunch as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.
(9) D	Actual number of meals fed for dinner as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.
(10) N	Actual number of meals fed for the night meal as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.
(11) Daily	Column (7) x .20 + column (8) x .40 + column (9) x .40 + column (10) x (if breakfast meal .20, dinner meal.40). (Do not round this value).

b. At Sea. Take ration credit for all enlisted personnel entitled to rations-in-kind in the general mess as reported in the daily muster report. This number should include enlisted members on Temporary Afloat Assignment (TAA) status who are receiving BAS with a deduction from pay for meals served while on TAA status and are treated as RIK for food service accounting purposes. Enter this number on the General Mess Control Record (NAVSUP Form 338) (Figure 2-18) and compute total ration credits for each day for meals fed under the rations-in-kind columns as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(7) thru (9) B, L, D	Total number of enlisted personnel entitled to rations-in-kind as reported on the daily muster report.
(10) N	Leave blank
(11) Daily	Enter the total number of enlisted personnel entitled to rations-in-kind as reported on the daily muster report.

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2404 FEEDING SHIPS' CREWS IN OTHER GENERAL MESSES

The ship's general mess may close during a shipyard period or tender availability. Request support from the Commanding Officer of the shipyard or tender in advance of the closing date. Arrangements to feed the crew may include the requesting ship providing the shipyard or tender general mess with personnel to support the additional workload.

The requesting ship will furnish the shipyard or tender with a memorandum or letter estimating the number and type of personnel requiring support. This will include the actual number of personnel aboard and an estimate of the number of personnel normally fed.

Each month the requesting ship will provide a memorandum or letter that summarizes the daily number and type of enlisted personnel aboard during that period. The memorandum letter will include personnel actually aboard and eligible for ration credits. Personnel on leave, temporary additional duty, absent without leave, regular leave, emergency leave, being paid COMRATS/BAS etc., will not count toward the allowed on board total.

This memorandum will assist in formulating a rations allowed amount on the NAVSUP Form 1358 for the activity providing support.

The requesting ship will take ration credit only for meals furnished by their general mess. The shipyard or tender will take ration credit on their NAVSUP Form 1357 for the meals their activity furnishes to the requesting ship's crew.

File documents used to support the rations allowed figure on the NAVSUP Form 1358 in the retained returns.

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POSTING MEALS SOLD FOR CASH TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

F84120001 TIME: 20:45

NAVSUP FORM 338

GENERAL MESS CONTROL RECORD (4061)
NAVSUP FORM 338 (REV. 11-84)

FROM (Name of Ship or Station) NAVAL STATION DUARTE
GENERAL MESS

DAY OF MO (1)	MEALS SOLD FOR CASH					DAILY (6)
	B (2)	L (3)	D (5)	N (5)	20/40%	
24	11	25	2	0	13.00	
25	15	38	1	0	18.60	
26	7	23	2	0	11.40	
27	0	4	0	1	2.20	
28	0	10	0	0	4.50	
29	10	30	0	0	14.00	
30	26	35	14	0	24.80	
TOTALS						

MENTS
ATION CREDIT
ON CRED

DD FORM 1544

CASH MEAL PAYMENT SHEET

TO BE COMPLETED WHEN THE GOVERNMENT IS TO BE REIMBURSED FOR MEAL ISSUANCE

ORGANIZATION OR DINING FACILITY: USS DUARTE (DDG-90)

PERIOD: 30 June 98

GRADE	NAME	B	L	D	SIC	GRADE	NAME	B	L	D	SIC
CIV	R. Ford	120				CIV	J. Williams	240			
CIV	J. Stevens	120				CIV	P. Anderson	240			
CIV	D. Kama	120				CIV	R. Dixon	240			
LT	S. Bandner	120				CIV	M. Holmes	240			
GS	A. Adams	120				CIV	S. Hughes	240			
CIV	T. Little	120				LT	R. Watson	240			
ENS	W. Wilson	120				ENS	P. Buddy	240			
LT	C. Waters	120				CIV	W. Sims	240			
LT	B. Michaels	120				CIV	J. Henderson	240			
ENS	K. Robinson	120				CIV	R. Wilson	240			
CIV	C. Chispen	240				LT	P. Mickens	240			
CIV	A. Toledo	240				CIV	P. Fawcett	240			
LT	J. Young	240									
CIV	L. Marks	240									
CIV	T. Brown	240									
ENS	S. Allen	240									
LT	F. Thompson	240									
TOTAL						TOTAL					

REMARKS: .05 over due to message

SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER: W.B. Ellis, Ens

SIGNATURE OF LAST OR ONLY HEADQUARTER: A. Daniels, Ens

SHEET 01

*** SALE OF GENERAL MESS MEALS (NAVSUP FORM 1046) ***

NAVSUP FORM 1046

MONTH: September YEAR: 1997

NAME	B	L	D	S	H	Y	TOTAL
MURKIN, THOMAS LCDR, USN							6.00
VERSAKOS, KEVIN P. LT., USN							3.60
MOSS, BRUCE, A. LT., USN							16.80
MURPHY, MARTIN LCDR, USN							4.80
SANTORO, JESSY LT, USN							3.60
FAYLOR, JAMES D. ENS, USN							18.00
VERSAKOS, KEVIN P. CDR., USN							20.40
WILLIAMS, MAX LT, USN							6.00
WILSON, BYRCE, E. LTJG., USN							15.60
CASH SALES							175.00
TOTALS							25.20

I CERTIFY THAT THE ABOVE TOTALS REPRESENT MEALS CONSUMED IN THE MESSSES AND THAT THE AMOUNTS HAVE BEEN COLLECTED THIS DATE AS INDICATED ABOVE

SIGNATURE (SUPPLY OFFICER):

LEGEND:
X = Regular meal in port
S = Regular meal at sea
B = Brunch meal
H = Holiday meal
Y = Special meal

Gain days will be indicated by "2" if both the original day AND the gained day are regular at sea meals.
If the original day or the gained day were special, holiday, or brunch meals, the gain days will be indicated with the appropriate combination of the above symbols.

The rates listed for each individual are default rates for REGULAR MEALS with a ration credit formula of 20/40/40. THE VALUES ARE CALCULATED BASED ON THE MEAL TYPE AND RATION FORMULA SET FOR EACH DATE.

RECORD COUNT = 18

***** END OF REPORT *****

Figure 2-16

NAVSUP P-486 Volume I - Food Service Management

POSTING MEALS FED – RATIONS IN KIND TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) FOR AFLOAT ACTIVITIES IN PORT

F84120001 TIME: 21:27 *** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) ***

GENERAL MESS CONTROL RECORD (4061)
NAVSUP FORM 338 (REV. 11-84)

FROM (Name of Ship or Station) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE

MEALS SOLD FOR CASH MEALS FED MEALS FED - RATIONS IN KIND

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED					MEALS FED - RATIONS IN KIND				
	B 20% (2)	L 40% (3)	D 40% (5)	N 20/40% (5)	DAILY (6)	B 20% (7)	L 40% (8)	D 40% (9)	N 20/40% (10)	DAILY (11)					
BF JUN 20	0	29	0	0	13.05	0	74	0	52	54.10	67				
BQ 21	0	30	0	1	13.90	0	67	0	49	49.75	64				
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134				
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115				
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109				
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125				
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101				
BQ 27	0	4	0	1	2.20	0	74	0	65	59.30	62				
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69				
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124				
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168				
TOTALS															

COMMENTS
RATION CREDIT FORMULA 20%40%
ION CREDIT FORMULA 45%
MENTAL ALLOWANCE 15%
MENTAL ALLOWANCE

07JUL98 17:59

DATE 06/30/98

PREPARED BY & RECEIVED BY Thomas ms2

MEAL	ALLOWED	%	PREDICTED	ACTUAL
BREAKFAST	220	42	40	97
LUNCH	220	93	180	205
DINNER	220	75	110	166
NIGHT			0	

NAVSUP FORM 1090

PORTIONS LEFT OVER	ACCEPT-ABILITY (%)	COMMENTS/DISPOSITION OF LEFTOVERS
		PREPARED UNPREPARED
6:00 4	37	DISCARDED
5:45 6	46	SAVED FOR LUNCH Salad Bar
6:00 64	64	DISCARDED
6:00 41	41	DISCARDED
6:00 77	77	DISCARDED
6:00 30	30	COOKED TO ORDER
6:00 41	41	COOKED TO ORDER
5:50 71	71	DISCARDED
6:00 27	27	MADE TO ORDER
5:45 2	2	DISCARDED

Figure 2-17

NAVSUP P-486 Volume I - Food Service Management

POSTING MEALS FED – RATIONS IN KIND TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) FOR AFLOAT ACTIVITIES AT SEA

F84120001 TIME: 21:27

*** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) ***

GENERAL MESS CONTROL RECORD (4061)
NAVSUP FORM 338 (REV. 11-84)

BDFA 5.38

FROM (Name of Ship or Station) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE
GENERAL MESS

DAY OF MO (1)	MEALS FED										R A T I O N S I N K I N D (12)
	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					
	B 20% (2)	L 40% (3)	D 40% (5)	N 20/40% (5)	DAILY (6)	B 20% (7)	L 40% (8)	D 40% (9)	N 20/40% (10)	DAILY (11)	
BF JUN											
BQ 20	0	29	0	0	13.05	0	74	0	52	54.10	67
BQ 21	0	30	0	1	13.90	0	67	0	49	49.75	64
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101
BQ 27	0	4	0	1	2.20	0	74	0	65	59.30	62
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168
TOTALS											

REMARKS

PORTION CREDIT FORMULA 20%40%

PORTION CREDIT FORMULA 45%55%

MENTAL ALLOWANCE

MENTAL ALLOWANCE

Total number of enlisted personnel entitled to rations-in-kind

Figure 2-18

PART F: RATION SYSTEM ALLOWANCES

2500 GENERAL MESS FINANCIAL MANAGEMENT

1. **GENERAL.** General messes provide high quality meals to authorized personnel. The Food Service Officer maintains financial accountability and control of the general mess within an allowed monetary amount. Providing high quality meals within a prescribed monetary allowance requires managerial skills and constant attention from the Food Service Officer and food service division.

The monetary allowance amount depends on the number of personnel served in the general mess and the current values of the authorized food allowances for the general mess. A computation converts the number of personnel to ration credits. Multiplying the number of ration credits by the authorized food allowance value provides a monetary allowance. A ration credit represents the quantity of food required to serve one person three meals daily. Each meal represents a portion or percentage of a ration credit. The current NAVSUPNOTE 7330 contains these percentages (or ration credit conversion factors). Using regular feeding factors, if one person eats only breakfast, 20% of a ration is earned. Lunch and dinner are each equal to 40% of a ration. Ration credit may not be claimed more than once for the same meal. Ration credit may not exceed 1.0 rations per person per day.

The Food Service Officer must ensure the general mess operation does not exceed the quarterly or reporting period's authorized monetary allowance amount. The Food Service Officer must devote constant attention to the general mess operation and exercise close financial control over feeding costs. This requires effective menu planning, strict daily breakout control, correct inventory procedures, efficient food conservation programs and review of daily ration cost control measures.

The Food Service Officers' required daily checks on ration costs are especially important and necessary during in port periods. An accurate count for meals provided during in port periods will ensure computing proper monetary allowances. Comparing the menu items with the daily issue documents to the general mess will reduce inventory adjustments during the account period.

Special events (i.e., barbecues, cookouts, picnics, etc.) should be reviewed to determine the effect on the current over/under issue status of the general mess. Conscientious management action will ensure the general mess records reflect an under issue status at the end of each accounting period. Take prompt and effective action to ensure the cost of rations remains within the authorized allowance.

2501 DAILY RATION ALLOWANCES AND MONETARY VALUES

1. **BASIC DAILY FOOD ALLOWANCE.** The basic daily food allowance (BDFA) is a set quantity of food required to provide a nutritionally adequate daily diet for one person and can be defined by components or monetary value.

The monetary value of a BDFA is developed from the standard Department of Defense (DoD) Food Cost Index. The authority for this index stems from a presidential executive order and the current DoD appropriation act. The quarterly NAVSUPNOTE 7330 (series) issues the BDFA monetary value and includes the fixed price list that applies to most food item codes.

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This ration allowance system provides standard prices among all general messes regardless of location. Using the published fixed unit prices allows maximum benefit of the BDFA.

Sometimes the regular supply sources cannot supply authorized food items and other sources provide support. Fixed prices are to be used if the item supplied from other sources corresponds identically to the food item description on the fixed price list with the same NSN. If the food item is not identical, the food item will be charged at last receipt price, and assigned a local food item code (FIC).

2. **SUPPLEMENTAL FOOD ALLOWANCE.** The supplemental allowance is a set quantity of food that can be defined by components, quantity of monetary value used to support a small daily ration total (except for submarines).

The supplemental allowance is added when the BDFA alone cannot support a general mess in accordance with NAVSUPNOTE 7330 (series).

Branch messes will only use the supplemental allowance when meals are actually prepared in the branch facility.

3. **SPECIAL FOOD ALLOWANCE.** A special food allowance is a set quantity of food, defined by monetary value, required to support unusual or special circumstances. A special food allowance is used in addition to the BDFA when it has been determined that the BDFA alone is insufficient and will not support the general mess under certain unusual or special circumstances. NAVSUPNOTE 7330 (series) publishes several special allowances which normally include:

- a. submarines;
- b. Thanksgiving and Christmas Day holiday meals;
- c. cold weather stations located in and surface ships operating north of 60° north latitude and south of 60° south latitude;
- d. surface ships operating in Southwest Asia/Indian Ocean under OPCON COMUSNAVCENT; or under OPCON 7th fleet;
- e. surface ships operating on a UNITAS (United International Anti-Submarine Warfare) cruise;
- f. surface ships operating with STANAVFORLANT (Standing Naval Forces, Atlantic); and
- g. the first 30 days of operation for newly established general messes and general messes temporarily closed (no food service provided by the unit) for at least 30 consecutive days due to overhaul, remodeling or renovation.

4. **AUTHORITY.** NAVSUPNOTE 7330 (series) lists the authorized supplemental and special food allowances. The monetary amounts for the supplemental and special food allowances are developed together with the BDFA.

The NAVSUPNOTE 7330 (series) does not include all possible situations which may justify special allowances. Submit requests for additional allowances in a timely manner to SUP 51 via the appropriate chain of command. The requests must include substantiating justification.

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Submitting requests in a timely manner allows use of the additional allowance during the appropriate accounting period(s).

Do not submit additional allowance requests for the sole purpose of supplementing a general mess in an over issue condition.

2502 RECORDING THE DAILY MONETARY ALLOWANCE

1. TOTAL DAILY RATION CREDIT. Parts D and E of this chapter discusses how to determine meals sold for cash and meals fed rations-in-kind and how to record these rations on the General Mess Control Record (NAVSUP Form 338). The following are the procedures for recording the total daily and cumulative ration credits (Figure 2-19):

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(12) RIK/Cash Sales	Column (6) + Column (11) (round Daily Total to the nearest whole ration).
(13) Cumulative Total	Column (12) + the previous days Column (13).

2. COMPUTING MONETARY ALLOWANCE. The following are the procedures for recording the daily and cumulative monetary allowance on the General Mess Control Record (NAVSUP Form 338) (Figure 2-19):

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(14) Daily Monetary Allowance	Column (13) x the monetary allowance (BDFA plus added allowances)
(15) Cumulative Total	Column (14) + the previous days Column (15).

2503 EFFECTIVE MONETARY RATION ALLOWANCES

1. REVISED ALLOWANCES. Monetary ration allowances and fixed prices are revised each quarter. The revision becomes effective on the first day of the quarter following the published date. Exceptions to this policy include situations involving merged returns or late receipt of the revised rates and fixed prices.

2. MERGED RETURNS. A merged return involves combining part of one accounting period's return with another accounting period. The fixed price list, ration rates and procedures in effect at the beginning of the period will be used for the entire reporting period when merging returns. For example, a merged return covering the period 15 December through 31 March will require using the price lists, monetary ration rates and procedures that were in effect on 15 December for the entire period. Merged returns will not involve two different fiscal years.

3. LATE RECEIPT. When revised rates and prices are received 10 or more days after the effective date of the change, the fixed prices used during the preceding period will be used during the balance of the period. The following statement will be entered at the bottom of the General Mess Operating Statement (NAVSUP Form 1358) and signed by the Food Service Officer.

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"NAVSUPINST 7330 (series) dated _____ was received on _____.

(Food Service Officer)"

When revised allowance rates and fixed prices are received less than 10 days after the effective date of the change, use the revised rates and prices. Adjust the daily records from the effective date of the change to reflect the revised allowance rates and fixed prices.

4. OPERATING A GENERAL MESS ON A BARGE OR SIMILAR SHIP. Commanding Officers may have to operate a general mess aboard a barge barracks ship or similar facility. This situation may occur due to overhaul, renovation by the shipyard of food service facilities or during a decommissioning phase. An afloat general mess in this situation will continue to use monetary allowances applicable to afloat units for ration credit determination and continue to submit required returns.

2504 COMMUTED RATIONS/BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

The term COMRATS/BAS used throughout this manual is defined as a cash allowance payable to enlisted personnel who are permitted to mess separately in lieu of rations-in-kind when messing facilities are available. COMRATS/BAS will be authorized in accordance with the Department of Defense Military Pay and Allowance Entitlements Manual and the Naval Personnel Manual.

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RECORDING TOTAL DAILY RATION CREDITS AND RATION ALLOWANCES TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

F84120001 TIME: 20:45 *** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) ***

GENERAL MESS CONTROL RECORD (4061)
NAVSUP FORM 338 (REV. 11-84)

BDFA 5.38 SUPPLEMENTAL/SPECIAL ALLOWANCES 0.81/ 0.40 + 0.00 FOR THE PER

FROM (Name of Ship or Station) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE

GENERAL MESS

UIC

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT RIK/CASH SALES		MONETARY ALLOWANCE		FOR THE PER (16)
	B	L	D	N		B	L	D	N		DAILY (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	
	20% (2)	40% (3)	40% (5)	20/40% (5)	DAILY (6)	20% (7)	40% (8)	40% (9)	20/40% (10)	DAILY (11)					
BF JUN												8158		48375.71	
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	8267	630.02	49005.73	
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	8392	722.50	49728.23	
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	8493	583.78	50312.01	
BQ 27	0	4	0	1	2.20	0	74	0	65	59.30	62	8555	383.78	50695.79	
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69	8624	427.11	51122.90	
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	8748	716.72	51839.62	
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168	8916	903.84	52743.46	
TOTALS															
COMMENTS	= RATION RATIO SUP														

NAVSUPNOTE 7330
24 FEB 1998

Basic, Supplemental and Special Daily Food Allowances
(with Guidance for Special Meals and Item Pricing)

1 April - 30 June 1998
(FY 1998 Third Quarter)

1. Basic Daily Food Allowances (BDFA)

a. CONUS Ashore.....\$5.38
b. Overseas Ashore.....\$6.52
c. Afloat Ships and Submarines.....\$5.81

NOTE: Applicable Fixed prices of Parts 1 and 2 of enclosure (2) must be used with these BDFAs.

2. Supplemental Food Allowances

All general messes, excluding submarines and Military Treatment Facilities, with:

1 - 99 total rations fed per day.....see a,b,c below

a. CONUS Ashore.....\$0.81
b. Overseas Ashore.....\$0.98
c. Afloat Ships.....\$0.87

OR

100 - 149 total rations fed per day.....\$0.40

NOTE: Only one SFA level may be used on any particular day. The appropriate SFA for the corresponding number of rations fed for the day should be used.

3. Special Food Allowances

a. Submarines.....\$0.55
b. Surface ships and stations operating in Cold War (North 60 degrees North latitude, South 30 degrees North latitude)

Figure 2-19

PART G: SITUATION FEEDING AND ALLOWANCES

2600 NIGHT MEALS AND MID-RATIONS

1. **NIGHT MEALS.** Night meals provide enlisted personnel the opportunity to substitute a night meal for a meal missed earlier in the day due to watch standing or other assigned duties. Enlisted personnel standing watches or performing other assigned duties between 2000 and 0300 may receive a night meal. Only claim a maximum of one ration credit per person per day, regardless of the number of meals an individual receives.

Night meals must have a separate and distinct menu from the other meals provided during the day. Include the value of food items used to prepare night meals in the total cost of issues to the general mess. Ration credit and sales of night meals will follow the rates published NAVSUP Notice 7330 and the latest NAVSUP Naval message.

Personnel entitled to rations-in-kind receiving a night meal at a shore activity will sign a Meal Signature Record (NAVSUP Form 1291). Use a separate Cash Meal Payment Sheet (DD Form 1544) marked "other cash sales" to record cash sales of night meals. Report the number of personnel receiving night meals during in port periods in the appropriate columns (5) or (10) on the General Mess Control Record (NAVSUP Form 338).

2. **MID-RATIONS.** Mid-rations (MIDRATS) include food items such as soup, crackers, sandwiches, and leftovers offered to personnel assuming the mid-watch and the off-going watch section. MIDRATS are separate and distinct from night meals because the enlisted personnel receiving MIDRATS have already received breakfast, lunch, and dinner meals. Enlisted personnel receiving MIDRATS do not qualify for entitlement to a full night meal.

Include the value of food items used to prepare MIDRATS in the total cost of issues to the general mess for the day the breakout took place. Claiming ration credit and/or sale for MIDRATS is not authorized.

2601 PICNICS AND RECREATIONAL EVENTS

1. **GENERAL.** The Commanding Officer may allow issuing food items from the general mess to authorized personnel for picnics and other forms of recreation instead of a meal served in the general mess. However, statutory limitations governing the use of appropriated funds place restrictions on the issue and sale of meals that must be followed in all circumstances. Commanding officers will ensure that only personnel entitled to rations-in-kind receive food at government expense from the general mess, cooked or uncooked, for picnics or other forms of recreation.

Enlisted personnel receiving COMRATS/BAS, officers, dependents and other guests will pay the published sale of meal rates as published in the quarterly NAVSUPNOTE 7330 and by the latest NAVSUP Naval message. The Food Service Officer will arrange for a duty cash collection agent or make other arrangements to collect money from personnel who attend the event and are required to pay the appropriate charges.

The Leading Mess Management Specialist may consider developing a standardized picnic or recreational event menu. This would provide standardized issues and assist the requesting activities to make selections.

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2. DOCUMENTATION. The Food Service Officer will require a written request for picnic or recreational rations three days prior to the event to allow for proper thawing and preparation of meat products. Figure 2-20 provides a sample memorandum to use for requesting picnic or recreational event rations.

- a. name of activity requesting rations;
- b. number of personnel and date of the picnic or recreational event;
- c. names and meal pass numbers of personnel entitled to rations-in-kind (only required for ashore activities) (use of a Recapitulation of Meal Record (NAVSUP Form 1292) with an attached memo showing names and meal pass numbers. is recommended);
- d. number of officers attending;
- e. number of civilians attending;
- f. MFM of E4 and below
- g. number of personnel on COMRATS/BAS attending the event (if applicable);
- h. total cash;
- i. picnic menu, pick up time and person authorized to pick up rations; and
- j. signature of requesting official.

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REQUEST FOR PICNIC/RECREATIONAL EVENT RATIONS

(Sample)

From: (Name of Activity, Division, Department, Office, etc.)

To: Food Service Officer

Subj: REQUEST FOR PICNIC/RECREATIONAL EVENT RATIONS

Ref: NAVSUP P-486, Vol I, para 2601

Encl: (1) Recapitulation of Meal Record (NAVSUP Form 1292) (ashore only)

(2) Memo listing names and meal pass numbers (ashore only)

1. Per reference (a), picnic/recreational event rations are requested for (number of personnel) on (date of event).

2. The breakdown of personnel attending is as follows:

a. Enclosures (1) and (2) provide a list of enlisted personnel entitled to rations-in-kind (ashore only).

b. Others

	Number	Sale of Meal Rate	Surcharge	Total
Officers				
Civilians				
MFM of E4 and below				
Personnel on COMRATS/BAS				
Total CASH DUE				

3. Picnic menu # (choice of menu) is requested (when using numbered menus). Food items will be picked up at (time) by (name of person authorized to pick up food items).

4. I certify the controls required by reference (a) will be strictly followed ensuring that only authorized personnel participating in the event receive a meal. Cash collected from the sale of meals will be turned in to the Food Service Officer with this memorandum 3 days prior to the event.

(Signature of requesting official)

Figure 2-20

2602 COFFEE MESSES

Coffee messes afloat authorized by the Commanding Officer may be issued only coffee, sugar, and creamer (not consumable items) from the general mess if the Food Service Officer can provide such support without creating an over issue in the overall food service operation. If such funds are not available, those items required to support authorized coffee messes may be furnished on a reimbursable basis, billed at last receipt prices and accounted for as sales to private messes for bulk food items.

2603 CEREMONIAL CAKES OR PASTRIES

Navy commands traditionally sponsor social events and ceremonies to acknowledge noteworthy accomplishments and achievements of Navy personnel. Command functions recognizing personnel promotions, reenlistments, retirements, command milestones, and other similar events are vital to morale and tradition. These events usually include a reception that provides light refreshments of some variety.

Commands will attempt to purchase the food items required for ceremonial events through Navy resale system outlets or commercial sources. When Navy resale activities or commercial activities are not available, prepared food products may be authorized for purchase from a general mess. The use of subsistence appropriation funds to defray the cost of food items is not authorized. The general mess may support these purchase requests only if adequate personnel and facilities exist to support the additional workload.

The general mess will use last receipt prices to price raw food ingredients used for ceremonial events. Handle these transactions as sales of bulk food items in accordance with Chapter 6, Part D.

2604 COMPOSITE SURVIVAL FOOD PACKETS

1. **ABANDON SHIP FOOD PACKET.** The food packet, survival abandon ship consists of hard candy and chewing gum in a sealed waterproof bag. Sixteen food packets make up one case.

Drinking water, packaged in a rigid plastic container, is used under emergency conditions in ship lifeboats. Drinking water will be charged to the ship's operating target funds.

The ship's Coordinated Shipboard Allowance List (COSAL) issued by the Naval Inventory Control Point Mechanicsburg, PA. publishes the allowances for survival food packets/drinking water.

A flexible pouch of water is available for use aboard aircraft.

2. **AIRCRAFT FOOD PACKET.** The food packet, survival life raft, aircraft consists of fruit tablets, and chewing gum, packed in a can or flexible package. One shipping case contains 36 packets. These packets will be requisitioned only for use in life rafts in Navy and Marine Corps aircraft. Aviation activities will carry this type packet in sufficient quantities so that aeronautical life rafts will be provided with one can per person carrying capacity of each raft.

3. **REQUISITIONING AND ACCOUNTING PROCEDURE.** Composite survival food packets will be requisitioned through regular supply channels. Food packets issued to ships will be charged to the appropriation 17_1453.2241, (current fiscal year), Military Personnel, Navy,

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functional account 73150. Ships will not carry composite food packets in any stores account and will not report the receipt or expenditure of these packets in subsistence returns. However, a copy of all receipts for them will be included with the returns for budget and usage data.

4. **TURN IN TO STORE ASHORE.** A DoD Single Line Item Release/Receipt Document (DD Form 1348-1) or Requisition and Invoice Shipping Document (DD Form 1149) will be used to turn in composite survival food packets to stores ashore. This transaction will not be shown on the General Mess Operating Statement (NAVSUP Form 1358).

2605 OPERATIONAL RATIONS

1. **GENERAL.** Navy feeding aboard ship and at ashore general messes is normally accomplished with menus developed by general mess personnel. These menus, also known as "A Ration" menus, use a variety of perishable (chill and freeze storage) and semi-perishable (dry storage) food items. In some situations, other types of menus and/or individually packaged rations may be required to accommodate battle/emergency feeding, planned/field mess operations and independent and detached operations. The alternatives are:

a. **Modified "A Ration" Menus.** Prepared from a limited number of perishable and semi-perishable easy-to-use food items from normal menus to support operations where galley cooking facilities are temporarily shutdown or limited in use due to little or no manning such as battle or emergency conditions. Examples of easy-to-prepare food items are: canned ham, tuna, cold cuts, canned fruits, precooked fried chicken, fresh fruit, salad vegetables, cheese, peanut butter, jam, crackers, juices and hot/cold beverages.

b. **"B Ration" Menus.** Prepared from the 10-day joint military service menu, "Standard B Ration for the Armed Forces," (NAVSUPINST 10110.6 series). This menu requires approximately 100 semi-perishable food items and is generally used for field operations. Examples of B ration food items are: canned and dehydrated meats and vegetables, canned fruits, bakery mixes, etc. Cooking facilities such as field ranges are required. Copies of the publication may be obtained from SUP 51.

c. **Individually Packaged Operational Rations.**

(1) **Meal, Ready-to-Eat (MRE), Individual.** This ration consists of dehydrated and processed ready-to-eat foods. Three (3) MREs are needed for one complete ration each day. Twelve different menus are packaged in each box (shipping case). These rations are expensive; cannot be rotated by normal demand and issue procedures; and require more semi-perishable storage space than A and B ration menu items. Authorization to purchase MRE's must be granted by appropriate Type Commander/Major Claimant.

(2) **Ration Cold Weather (RCW), Individual.** This ration consists of dehydrated foods, soups, and beverages. One (1) RCW is a complete ration for one day. Each box contains six different RCWs. RCWs are to be used only for extreme cold weather conditions where organized cooking facilities are not available and use of MREs is not feasible. RCWs are not intended for hot weather feeding.

2. **MODIFIED "A RATION" AND "B RATION" MENUS.**

a. **Battle/Emergency Feeding Plans.**

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(1) Navy activities are generally required to have battle/emergency feeding plans. Ashore activities may have an emergency feeding plan for military personnel and an additional emergency feeding plan for government workers on base as well as the local population in the event of disasters, e.g., hurricanes. These plans must adhere to the guidance of the activity's next level in the chain of command.

(2) It is recommended that Navy activities develop their battle/emergency feeding plans using Modified "A Ration" and "B Ration" menus that employ the same perishable and semi-perishable food items used for normal feeding. Generally, emergency feeding should be done with food items in the form of meals which may be prepared with minimum of labor such as snack meals or box lunches. Individually packaged operational rations are to be excluded from battle/emergency feeding plans and related training exercises and are not to be used for emergency feeding except in accordance with para. 2605.3a.

(3) Except for emergency base wide and/or community feeding plans, food items will be funded by the subsistence appropriation, subhead 1453 and carried as part of the general mess's inventory. Care must be exercised to ensure stock rotation and consumption through the general mess within the period of storage life expectancy.

b. Emergency Base Wide and Community Feeding Plans.

(1) Fund Citation. Food items for inventories supporting ashore emergency base wide or community feeding plans will be requisitioned only upon approval, and with ultimate charge to funds allocated by, the responsible primary support bureau, command or office, i.e., the activity's operating target budget (OPTAR).

(2) Inventory Level. Setting of inventory level for an ashore activity's emergency base wide or community feeding plan will be the responsibility of the activity's primary support bureau, command or office. Such inventory will not be part of the general mess's inventory. Due to their potential transfer to the general mess, the types and quantities of food items in such inventory should be coordinated with the general mess Food Service Officer.

(3) Stock Rotation. Rotation of food items stocked to support ashore emergency base wide or community feeding plans will be the responsibility of the activity and its primary support bureau, command or office. If food items which have been stocked for such plans cannot be returned to the source of supply for credit, rotation of food stocks from ashore emergency base wide or community feeding plans may be transferred to an ashore general mess for consumption within the period of storage life expectancy. Such transfers will be done via DD Form 1131, Cash Collection Voucher. The transfer value will be as agreed upon by the Food Service Officer of the receiving general mess and appropriate authority representing the transferring activity, but in no case will the transfer value exceed the established fixed price. The accounting classification to be charged will be the subsistence appropriation, subhead 1453. This charge will be a "receipt with charge" for the receiving general mess. The accounting classification to be credited will be provided by the transferring activity, e.g., its OPTAR.

3. INDIVIDUAL OPERATIONAL RATIONS.

a. General. Individually packaged operational rations satisfy feeding requirements for operations involving unusual circumstances or when unable to follow regular feeding routines or practices. Such circumstances occasionally exist during amphibious or remote long duration operations, e.g., naval mobile construction operations.

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(1) In accordance with para. 2605.2a(2), individually packaged operational rations should not be used for emergency feeding unless modified "A Ration" menus are impracticable for the circumstances. (e.g., food safety limits would be exceeded prior to consumption) or to ensure stock rotation in accordance with para. 2605.3c(2)(c).

(2) Ashore activities which have emergency base wide or community feeding plans may include contingency inventories of packaged operational rations only if authorized by the next level in the chain of command and in accordance with para. 2605.2b.

(3) NAVMED P-5010-1, Food Service Sanitation, provides criteria and guidelines for the preparation and serving of food in terms of holding temperatures and applicable time period potentially hazardous foods may be considered safe for consumption.

b. Field Mess Operations. Afloat and ashore personnel, who are part of field mess operations away from general messes for periods exceeding safety limits of potentially hazardous foods, may be fed individually packaged operational rations, i.e., MREs/RCWs. Afloat and ashore general messes which support such personnel are authorized to acquire and maintain appropriate inventories of MREs/RCWs within guidance provided by the general mess's next level in the chain of command. Establishment of a field mess requires the approval of the general mess's next level in the chain of command and notification thereof provided to 121H1 who will provide financial authorization and guidance.

(1) Fund Citation. MREs and RCWs used for field mess operations will be requisitioned by general messes through regular supply channels. Fund Code BG (afloat) or Fund Code L7 (ashore) will be cited on DD Form 1348 (DoD Single Line Item Requisition) using MILSTRIP procedures or on other subsistence requisitions which require fund codes.

(2) Inventory Level. Inventories of MREs and RCWs will only be maintained if frequency of planned operations assures consumption of MREs and RCWs prior to expiration of their storage life expectancy. If timely consumption is not assured, only the required number of MREs/RCWs should be requisitioned for a particular planned operation. Inventory of MREs held for field mess operations will be in addition to inventories stocked for operations as described para. 2605.3c(1)(b).

(3) Stock Rotation. If inventories of MREs and RCWs are maintained, rotation will be by consumption during planned operations prior to expiration of their storage life expectancy.

c. Independent and Detached Operations.

(1) General. Afloat and ashore personnel, who are part of independent and detached operations away from general messes for a period exceeding safety limits of potentially hazardous foods, may be fed individual operational rations, i.e., MREs. General messes of afloat and ashore units are authorized, without obtaining other approvals, but adhering to their respective type commander guidance, to acquire and maintain contingency inventories of MREs for such situations.

(2) Afloat

(a) Fund Citation. MREs and RCWs used for independent and detached operations will be requisitioned by afloat general messes through regular supply channels. Fund Code BG (afloat) will be cited on DD Form 1348 (DoD Single Line Item Requisition) using MILSTRIP procedure or on other subsistence requisitions which require fund codes.

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(b) **Inventory Level.** In addition to regular food items, afloat general messes may stock MREs for independent and detached operations on a limited scale. Since situations requiring MREs are expected to be very infrequent and involve a small number of personnel, the number of MREs stocked at any one time for such situations should be minimized. The following table provides a guide for stock levels:

40-50% of crew size up to 150: not to exceed 60 MREs/5 boxes

30-40% of crew size 151 - 400: not to exceed 120 MREs/10 boxes

18-30% of crew size 401 - 1000: not to exceed 240 MREs/20 boxes

14-18% of crew size over 1,000: not to exceed 720 MREs/60 boxes

These MRE inventory levels are based on crew size and may be increased:

1. for field mess operations in accordance with para. 2605.3b(2);
2. to conform to guidance provided by a general mess's next level in the chain of command to augment MRE inventory of amphibious ships/carriers with Marines, Air wings, or other troops/passengers embarked.

(c) **Stock Rotation.** Afloat general messes are responsible for rotating MRE contingency stocks before expiration of storage life expectancy. If on board usage is insufficient, rotation will be accomplished by transfer to an activity which can consume them during planned operations. If transfer is not feasible, they will be consumed in the general mess in lieu of regular rations. (This may be done during battle drill exercises or they may be offered as an alternative for a regular meal).

(3) Ashore.

(a) **Fund Citation.** MREs and RCWs used for independent and detached operations will be requisitioned by ashore general messes through regular supply channels. Fund code L7 (ashore) will be cited on DD Form 1348 (DoD Single Line Item Requisition) using MILSTRIP procedure or on other subsistence requisitions which require fund codes.

(b) **Inventory Level.** In addition to regular food items, ashore general messes may stock MREs for independent and detached operations within their respective type commander guidance.

(c) **Stock Rotation.** Ashore general messes are responsible for rotating MRE contingency stocks before expiration of storage life expectancy. If usage is insufficient, rotation will be accomplished by transfer to an activity which can consume them during planned operations. If transfer is not feasible, they will be consumed in the general mess in lieu of regular rations. (This may be done during battle drill exercises or they may be offered as an alternative for a regular meal).

d. Naval Mobile Construction Battalions (NMCB).

(1) NMCBs which operate field mess operations and/or independent and detached operations are authorized to feed individually packaged operational rations, i.e, MREs/RCWs, when one of the following conditions is met.

- (a) There is no resupply or local vendor logistical support available;

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(b) The distance from the general mess to the field mess operation is great enough so that regular food safety limits are exceeded.

(2) Inventory Level. Inventories of MREs will be maintained at the level specified by the NMCB Table of Allowance (TA-01) Group/Assembly Numbers 02461AD/08200 and 02461AE/08200.

4. RECEIPTS. Receipts of operational rations will be recorded in the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) in the same manner as other food items. If the general mess agrees to accept MREs from the base contingency inventory to assist in stock rotation, the transfer price will be at fixed price or below as determined by the Food Service Officer as outlined in subparagraph 2b(3) above. The Food Service Officer will maintain a separate NAVSUP Form 335 for reduced price or no cost items, as necessary. Forced issue MREs/RCWs from a supply stock point to a general mess will be received as "no cost" items. "No cost" will be reflected with a substitute value of \$.01 to distinguish a valid value of zero from a blank entry.

5. EXPENDITURES. Operational rations will be expended as stores consumed, transfer without charge, sale of bulk food items or transfer with charge. Issues to the general mess will be at fixed price or, if applicable, reduced price or no cost. The following policy/guidance applies to MREs/RCWs:

a. On-Site Consumption. MREs/RCWs issued for consumption in the general mess will be expended as stores consumed. Meals may be sold to officers and enlisted personnel in receipt of BAS during these scheduled meals. Payment will be made at the rates set for regular general mess meals.

b. Off-Site Consumption by active Navy Units. When MREs/RCWs are issued to U.S. Navy components for consumption by personnel participating in landing operations or remote long duration independent and detached operations, the MREs/RCWs will be expended:

(1) as stores consumed when the general mess issuing the MREs/RCWs will be claiming ration credit for them;

(2) as a transfer without charge between general messes when the receiving U.S. Navy component will be claiming ration credit for MREs/RCWs. The requesting activity will prepare the DD Form 1149 and include the type of personnel to be furnished meals.

c. Off-Site Consumption by Navy Reserve Components. Marine Corps Units, or to Other Service Components. While it is not the policy of the Navy to stock MREs/RCWs at general messes for issue to other service components or reserves, issues may be made if sufficient stocks are on hand at the Navy general mess. The requesting activity will prepare the DD Form 1149 and will assume responsibility for use of combat meals in accordance with regulations of the parent service. These meals will be expended as sale of bulk food items. The general mess issuing these rations will be responsible for preparing a collection voucher, i.e., DD Form 1131 or Standard Form 1080 citing both the collection and the disbursement accounting classifications in accordance with NAVSUPNOTE 7302 (series).

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d. Forced Issue MREs.

(1) Forced issues by supply sources may only be made to ashore activities. MREs received by ashore activities as a forced issue will be received, consumed and expended by the general mess at "no cost" with the mark down loss taken by the issuing activity. "No cost" will be reflected with a substitute value of \$.01 to distinguish a valid value of zero from a blank entry. Forced issues will not be shown on the stores consumed statement.

(2) MREs requisitioned for field mess or independent and detached operations, or to augment inventories to conform to TYCOM guidance, are not "received as a forced issue." Also, MREs accepted as a transfer without reimbursement from another Navy activity that is rotating its MREs are not "received as a forced issue." Such MREs will be consumed in accordance with the procedures for on-site or off-site consumption at the fixed price or a lower receipt price as applicable.

6. MONETARY ALLOWANCES. Meals fed as operational rations will be counted, converted and reported for ration credit in the same manner as ration credit is allowed for regular rations. Ration credit, however, will not be taken for consumption of forced issue MREs that have been received at no cost.

a. Similar to bread and milk fixed prices, MREs will have three fixed prices, one for each BDFA (afloat, ashore CONUS and overseas). A box of 12 MREs will be priced equal to four times the applicable BDFA. When the box of 12 MREs are fed, they will be converted to four rations. With this methodology, GMs will not have their operating cost adversely affected by the premium cost of MREs.

b. GMs will not have to do any special reporting of MRE usage except to justify an out of tolerance price adjustment, if applicable. The value of price adjustment due to MRE usage would be the difference between the receipt price and the applicable fixed price or marked down receipt price times the number of boxes of MREs issued.

7. CASH/BULK/VOUCHER SALES.

a. Cash Sales. General messes will use the sale of meal rates included in NAVSUP Notice 7330 and the most recent NAVSUP Naval message for cash sales of all operational rations.

b. Bulk Sales. Rates charged for bulk sales of food items for modified "A ration" and "B ration" menus and individually packaged operational rations, e.g., MRE, will be at the last receipt price.

c. Voucher Sales. When a general mess sells meals or bulk food to be paid by collection voucher, DD Form 1131 or Standard Form 1080, the general mess must create a voucher citing both the collection and the disbursement accounting classifications in accordance with NAVSUPNOTE 7302 (series). A DD Form 1149 is not sufficient for this purpose. It can only be used as proof of transfer (receipt or issue document).

8. SURVEYS OF MREs. Surveys of MREs will be completed in the same manner as other food items in accordance with paras. 6000-6002.

a. MREs should not be surveyed except in unusual circumstances. Before their expiration date, they should be consumed or transferred for consumption during field mess or

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independent and detached operations or consumed in the general mess in lieu of regular rations.

b. Six months prior to expiration of storage life expectancy a determination must be made whether or not the outdated MREs are fit for human consumption. Age alone does not mean the MREs must be disposed of. MREs should only be disposed of if they are determined to be unfit for human consumption. If outdated MREs are suspected to be unfit, they must be inspected by an authorized medical representative who must provide a written statement substantiating a determination of unfitness for human consumption that must accompany any loss claims due to disposal.

2606 SPECIAL MEALS

1. TYPES OF SPECIAL MEALS. The term "special meals" includes flight meals, boat meals, and bag or box lunches,

2. MONETARY ALLOWANCES AND CHARGES

a. Galleys should take the appropriate monetary allowances provided in the NAVSUPNOTE 7330 (series). There is no special monetary allowance for special meals.

b. Sale of Meal rates and Ration Credit Conversion Factors (RCCF) for special meals are provided via Naval Message from SUP 511. The appropriate rate and factor should be applied based on the type of meal provided, i.e., if a special meal is provided as a lunch meal, then the lunch meal Sale of meal rate and RCCF is applied.

3. RESPONSIBILITIES

a. Food Service Officer. The Food Service Officer's responsibilities regarding special meals include:

- (1) requisitioning authorized food items required for special meals;
- (2) procuring authorized nonfood items;
- (3) providing facilities and supervising the preparation of special meals;
- (4) providing NAVSUP 1291's, NAVSUP 1292's and DD 1544's to Requesting Officer for appropriate signatures;
- (5) ensuring the command's audit board includes the special meal program in the monthly or quarterly audit; and
- (6) ensuring that enlisted personnel of foreign governments sign a NAVSUP 1291 labeled on the top "Foreign Personnel". A separate NAVSUP 1291 will be provided for each country of origin. A copy of the invitational travel orders will be included with the monthly food service reports.

b. Requesting Officer. The requesting officer's responsibilities regarding special meals include:

- (1) determining eligibility for special meals;
- (2) notifying dining facility with accurate number of Special Meals to be prepared.

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- (3) collecting charges for special meals sold for cash;
- (4) endorsing orders for special meals made available to enlisted personnel receiving per diem; and
- (5) obtaining signatures on NAVSUP 1291's, NAVSUP 1292's, and DD 1544's as appropriate

4. **FLIGHT MEALS.** Flight meals issued may include frozen flight meals, individual, listed in the Federal Supply Catalog, Federal Supply Classification Group 89, Subsistence, authorized for use aboard military aircraft equipped with the proper cooking facilities. The following policies apply to flight meals:

- a. Enlisted members entitled to Rations-In-Kind receive flight meals at no charge.
- b. Officers, enlisted members, and federal civilian employees who are not receiving the meal portion of per diem and are on a U.S. government aircraft on official duty either as a passenger or as a crew member engaged in flight operations receive:

- (1) a free flight meal if they are crew members.
- (2) a flight meal at the discounted meal rate if they are not crew members.

5. **Boat Meals.** Enlisted personnel entitled to rations-in-kind unable to return to the general mess for a meal because of duty as beach guards, boat crews, target range repair parties and other assignments are entitled to boat meals at government expense.

Navy enlisted personnel receiving COMRATS/BAS and officers will pay cash for each boat meal received.

6. **Bag or Box Lunches.** Bag or box lunches are authorized for issue to personnel entitled to rations-in-kind when assigned to duty that prevents return to the general mess for a regular meal. Navy enlisted personnel receiving COMRATS/BAS and officers will pay cash for each bag lunch meal received.

7. REQUEST PROCEDURES

a. **Request Procedures.** The air terminal officer, squadron duty officer, or officer exercising operational control of the flight, small craft, or group travel operation will notify the Leading Mess Management Specialist a minimum of 3 hours prior to the pick up time for the Special Meals when practical.

8. ISSUE PROCEDURES

a. **Preparation and Issue.** The Food Service Officer will only prepare the number of special meals required by the requesting officer.

The Food Service Officer will issue special meals only when receiving the correct amount of money for cash sales and when ensuring proper certification exists for rations-in-kind personnel.

2607 CONTRACT FEEDING

1. **GENERAL.** Enlisted personnel entitled to rations-in-kind normally receive meals from a general mess. When a general mess is not available, a cash allowance payment to enlisted

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personnel may be necessary. When a cash payment may be disadvantageous to the personnel, a contract with a commercial company may be necessary to provide rations-in-kind to enlisted personnel.

2. **AUTHORIZATION.** Commercial contract feeding for activities will be authorized only when all of the following conditions exist:

- a. the regular general mess is closed for alterations or repair;
- b. subsisting personnel in another mess in the area is impractical, including temporary use of a wardroom or chief petty officer private mess;
- c. the payment of cash allowance for subsistence would be disadvantageous to the personnel; and
- d. the cost of acquiring and maintaining food service equipment needed to establish a general mess would not justify supporting the number of personnel fed or the temporary nature of the requirement.

3. **SUBMITTING REQUESTS.** Submit requests for contract feeding to SUP 51 for the review and approval process. Forward the requests via the supervisor of shipbuilding responsible for the ship's repair (if applicable) and the type commander to allow review and forwarding to SUP 51 at least one month prior to the proposed start date of the contract.

The supervisor of shipbuilding responsible for the ship's repair will arrange for the contract feeding. If authority and approval are granted, SUP 51 will provide food service guidance.

Contracts will include provisions for providing head count totals at each meal. The contracts will also contain guidelines to use the commercial activity's records for audit purposes to determine if only qualified enlisted personnel received meals provided at government expense. Obtain assistance from the nearest Navy contracting activity authorized to negotiate and sign the contract.

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CHAPTER 3

GENERAL MESS OPERATIONS

PART A: MENU PLANNING

3000 BASIC GUIDES

The Food Service Officer will ensure the menu planner uses technical guidance, information, and tools issued by SUP 51. Basic guides to planning nutritious and acceptable meals include Food Service Operations (NAVSUP P-421), Food Service Management (NAVSUP P-486), the Armed Forces Recipe Service (NAVSUP P-7), Navy Food Service (NAVSUP P-476), Fat, Cholesterol and Calories List for General Messes (NAVSUP P-580), The new Professional Chef (sixth edition), and The Art and Science of Culinary Preparation.

3001 FOOD SERVICE OPERATIONS

The NAVSUP P-421 serves as the standard for menu planning training conducted at mess management specialist schools, Navy Food Management Team menu planning and nutrition seminars and on-the-job training.

3002 ARMED FORCES RECIPE SERVICE

The Armed Forces Recipe Service (AFRS) (NAVSUP P-7) is issued to all general messes for the purpose of standardizing and improving food prepared and served. (A complete set of Armed Forces Recipe Service Cards with change's on hand and current.) Its use is mandatory by general messes. The file consists of approximately 1300 recipes, including variations and guidelines. The recipes yield 100 portions and include efficient preparation methods. All recipes have been tested and evaluated for military wide acceptability and adaptability; and support current nutritional standards. The spiral bound index of recipes is an addition to the AFRS. Continuous use of the index of recipes when planning menus will help avoid menu monotony and will provide ideas for new menu items and combinations. Commands are encouraged to send their favorite recipes and suggestions to NAVSUP 511 for inclusion in the AFRS. Local recipes utilized and/or submitted for inclusion will be in identical format as the NAVSUP P-7.

3003 NAVY FOOD SERVICE

1. GENERAL. NAVSUP 511 publishes Navy Food Service (NAVSUP P-476). All activities with general messes receive this publication on a quarterly basis.

This publication contains useful information on food products, galley equipment, general mess modernization, publication revisions, sanitation, food service automation, training, food preparation hints, food service operations, nutrition, menu planning, suggested special event or holiday menus, and recordskeeping.

2. PROCEDURE. The Food Service Officer or the leading mess management specialist will require each Mess Management Specialist to read every issue of the Navy Food Service (P-476). Back issues will be kept on file for a minimum of 1 year.

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3004 CUSTOM FOODS

1. GENERAL. Previously described as ration dense foods, custom foods include concentrated, fabricated, dehydrated, or dehydrated-compressed foods. Custom foods may save time and labor in preparation, storage space, and may be convenient to use.

The Food Service Officer will ensure mess management specialists learn proper techniques for using custom foods to prepare highly acceptable meals.

2. SUBSTITUTION FACTORS. Appendix E lists substitution factors for converting between custom and regular food. The table includes explanations and examples on how to compute conversions.

3005 MENU PLANNING STANDARDS

1. INTRODUCTION. These standards are to be used as a guide for planning and evaluating General Mess menus to ensure they promote “healthy” food choices. The menu standards support CNO goals and are based on the Healthy People 2000 goals, Dietary Guidelines For Americans, and the Food Guide Pyramid.

The Healthy People 2000 Goals were built upon the 1990 objectives established by the United States Surgeon General. The following objectives have been adopted by the Navy:

- a. 30 % (or less) of calories consumed should come from fat, 10% (or less) from saturated fat
- b. Consume five or more servings of fruits and vegetables per day
- c. Consume six or more servings of grain products per day
- d. Utilize nutrition labeling to assist in making healthy food choices
- e. Naval Dining Facilities are serving low fat, low calorie food choices
- f. Weight control practices are part of a healthy lifestyle

2. DIETARY GUIDELINES FOR AMERICANS. The Dietary Guidelines For Americans were developed by the United States Department of Agriculture and Health and Human Services, to provide a basis for Federal nutrition policy:

a. Eat A Variety Of Foods: Select foods from each of the pyramid food groups, as well as a variety of foods from within each food group (limiting foods consumed from the fats and sugar group).

b. Balance The Food You Eat With Physical Activity, Maintain Or Improve Your Component Weight: Maintaining a healthy weight reduces the risk of a variety of severe health conditions, such as hypertension, diabetes, coronary heart disease, arthritis and some types of cancer. Calories consumed must equal calories expended to maintain weight. For weight reduction, the calories expended must be greater than the calories consumed.

c. Choose A Diet With Plenty Of Grain Products: Complex carbohydrates are the body's most efficient source of energy. They also contain a variety of vitamins and minerals that are essential for bodily functions. Carbohydrates provide health benefits as well: soluble fiber regulates glucose levels and lowers cholesterol. Fruits and vegetables are associated with

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lowering the risk of 13 different types of cancer. Vegetables, fruits and grain products should comprise 60 % of your diet.

d. Choose A Diet Low In Fat, Saturated Fat And Cholesterol: Fat contains 9 calories per gram where as carbohydrates and proteins contain 4 calories per gram. A diet low in fat will reduce the risk of heart disease, obesity, diabetes and many cancers. NAVSUP P-421 CH 5 discusses the various types of fats.

e. Choose A Diet Moderate In Sugars: Sugars provide many calories and little nutritive value. A diet high in sugar may contribute to tooth decay.

f. Choose A Diet Moderate In Salt And Sodium.

Reference NAVSUP P-421 CH 5 for information regarding Food Guide Pyramid, serving size of foods and categorization.

It is imperative to be selective when writing a menu. Consider not only these guidelines, but all available resources; procurement, storage, equipment and service capabilities. The following guidance should be consulted, when planning a menu in order to assure nutritional adequacy:

- a. Food Service Operations, NAVSUP P-421
- b. Fat, Cholesterol, and Calorie List for General Messes, NAVSUP P-580
- c. Armed Forces Recipe Service, NAVSUP P-7
- d. Navy Food Service, NAVSUP P-476
- e. NAVSUP and Naval Hospital Dietitians

3. FOOD COMBINATIONS/SCHEDULING/VARIETY/INNOVATION:

a. Check the menu to see if the combinations served are acceptable to most people. Do the vegetables and starches complement both entrees? For example, sweet potatoes complement ham, but they do not complement liver or fish.

b. The preparation methods should be varied in the same meal, on the same day and throughout the menu cycle. For example are the potatoes always mashed, is the rice always steamed.

c. Evaluate the menu for over scheduling. Although popular, beef entrees and corn might lose popularity if served daily. Two or three meals per week is a recommended frequency for popular vegetables and five to six meals for popular meats. Menus should be evaluated for frequency of deep fat fried items, sautéed fried items and items with gravy or a cream sauce.

d. Ideally, two vegetables should be served in addition to the starch for the lunch and dinner meals. Reference NAVSUP P 421 CH 5 for information on vitamins and minerals and their effect on the body.

e. Avoid serving the same meal on the same day of the week.

f. Avoid serving the same type of meat more than once per day (i.e. hamburgers for lunch and meat loaf for dinner).

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g. Whole wheat bread or rolls will be served each meal. Variety breads such as cornbread, muffins, garlic bread, biscuits and similar items should be offered as applicable.

h. A choice of two or more spreads will be offered at each meal, i.e., butter, margarine, jam, jelly, marmalade, honey, or peanut butter.

i. A different type of soup will be served for the second meal when two soups are offered on the day's menu. Soup ingredients should differ from other menu selections of the meal. Example: avoid tomato sauce with tomato soup; chicken with chicken soup; baked beans with bean soup. The type of soup must be specified on the menu. Terms such as "soup of the day" will not be used.

j. Sandwiches should be served as the alternate entree. Menus that rely solely on sandwich meals may compromise crew satisfaction and nutrition. Sandwich preparation can be labor intensive.

k. Theme meals should be included throughout the cycle. Be creative, indicate theme meals on the menu with titles such as "Mexican Fiesta" or "Hawaiian Luau." Special meals include holiday meals, cookouts, brunches and birthday meals. Each activity should feature at least one special meal per 35 day cycle. Theme/special meals are important as morale boosters and also allow mess management specialists to use their individual talents.

l. Characteristics of an aesthetically pleasing meal (each meal will incorporate the following):

(1) Color - Check for overuse of yellow, orange-red, and white items. The best way is to picture the meal on a plate. It is helpful to look at the meal on the steam table from the customer's side of the serving line. Each meal should be colorful, the colors should complement, not contrast, one another.

(2) Shape - The combination of hamburgers, potato patties, and sliced beets is an example of poor shape variety. Each meal will consist of items that vary in shape.

(3) Texture - Avoid a meal containing all saucy items or all soft items. The food items that comprise a meal should vary in texture.

(4) Flavor - Avoid too many similar flavors in a meal. For example, corn should not be scheduled with a meal containing cornbread or cornbread dressing, or sweet potatoes with pumpkin pie.

m. When less popular items are served an alternate item should be offered (i.e. if liver is served offer a popular item, such as chicken).

n. Avoid reliance on snack foods (i.e. potato chips) as an accompaniment for sandwiches.

o. A choice of two different types of entrees will be offered when feasible.

4. NUTRITIONAL STANDARDS. When planning a menu, include each of the pyramid food groups providing at least the minimum recommendation for each food group. Utilize the NAVSUP P-580 when including nutrition information on the menu.

e. The menu will offer healthy options. Each meal will offer a Healthy Navy entree, vegetable, starch and desert. Healthy Navy standards are as follows: (items above these standards are considered high fat)

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- (1) entree = 15 gm fat or less
- (2) side dish = 5 gm fat or less
- (3) desserts = 5 gm fat or less.

f. Smaller portions should not be promoted as a standard weight control practice. Offer a balanced low fat diet to patrons concerned about weight control. A diet consumed in smaller portions has an appearance of being severely restrictive and may contain more calories and fat than a well balanced diet consumed in average portion sizes.

g. Entree:

(1) Red meats (beef, pork, veal, lamb) will not be offered more than 12 times per week (divided between lunch and dinner). Reference NAVSUP 421 CH 5 for more information on the types of fat and their effects on the body. Poultry and seafood should be the main components of the menu.

(2) A Healthy Navy seafood entree will be offered a minimum of four times per week.

(3) No more than one deep fried entree will be offered per day. It is preferable to serve entrees that are baked, roasted, broiled or poached.

(4) When a casserole entree is served, an alternate entree containing a solid meat must be offered.

(5) When a high fat entree is served a Healthy Navy entree will be offered. Entrees that exceed 30 gm of fat will not be offered more than three times per week on the main serving line.

(6) Meals featuring high fat cold cut meats, such as bologna, will include cold sliced roast meats such as turkey.

(7) When possible, serve gravy/sauces on the side or eliminate them entirely.

(8) At breakfast a minimum of one egg entree will be prepared without added fat. Reduced cholesterol eggs should be offered when possible.

h. Vegetable:

(1) At least one hot vegetable per meal, will be prepared without added butter or other added fat.

(2) No more than one starchy vegetable (i.e. corn, peas, pinto beans, black eyed peas, limas) will be offered per meal. When a starchy vegetable is served an alternate non-starchy vegetable must be offered.

(3) Relish trays will include a variety of fresh vegetables served with low fat/fat free dip or no dip at all.

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e. Starch:

(1) At breakfast, assorted breads, English muffins, bagels and low fat muffins will be offered as a Healthy Navy alternate to high fat breakfast pastries.

(2) A whole grain (whole wheat) bread will be offered at each meal.

(3) At least one whole grain breakfast cereal will be offered daily. Merchandise whole grain RTE cereals by displaying prominently on the breakfast serving line.

(4) A Healthy Navy starch (i.e. brown rice, wild rice, white rice, potatoes, pasta, couscous) will be offered daily for lunch and dinner.

f. Dessert/Salad/Beverages:

(1) One percent low fat and/or skim milk will be offered at each meal. If chocolate milk is available, offer low fat chocolate milk. One percent low-fat milk will be the primary milk used by all CONUS general messes and ships inport at CONUS locations. Deployed ships and overseas general messes are encouraged to use 1% low-fat milk when available.

(2) A lower calorie/lower fat dessert choice (i.e. fruit, low fat yogurt, sherbet, fruit ice, gelatin, angel food cake) will be offered at lunch and dinner. Market fruit selections as a dessert choice for the lunch and dinner meals.

(3) Fruit will be offered at each meal. If canned fruit is utilized it should be packed in natural juice vice syrup packed. Seasonal fruits will be incorporated into the menu as much as possible.

(4) Salad bar items should always include tossed greens. Salad bar selections should complement the other components of the meal.

(5) The majority of salad dressings will be low fat or fat free.

g. Ingredients:

(1) Substitute low fat/fat free ingredients wherever possible. For example, mayonnaise, sour cream, yogurt, and cheese products are available in low fat or fat free versions. Cholesterol free eggs can be substituted for regular table eggs. High fat meats such as, beef and pork can be substituted with poultry and seafood items. Note, the industry standard for ground poultry is typically 15% fat, military standard is 10% fat (monitor ground poultry products for the fat content).

h. Sauces/gravy:

(1) No more than one entree per meal will incorporate a gravy or cream sauce.

i. Vitamin and Minerals. Reference NAVSUP P 421 CH 5 for information on vitamins and minerals and their effects on the body.

(1) Vitamin A: A good source of vitamin A will be on the menu at least every other day. Dark green and deep yellow fruits and vegetables such as; broccoli, sweet potatoes, green peppers, spinach, carrots, winter squash, tomatoes and cantaloupe are good sources of vitamin A.

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(2) Vitamin C: A good source of vitamin C (citrus fruit and/or juice, kiwi fruit, cantaloupe, cranberry juice, strawberries, tomato juice) will be served each breakfast. Serve orange juice plus another juice daily.

(3) Sodium: When serving a high sodium entrée such as ham, corned beef, cured meats or entrees prepared with soy sauce, offer a lower sodium entrée such as fresh meat, seafood or poultry.

5. MENU TERMS AND PUNCTUATION

a. Menu terms should be understandable to customers. Brand names will not be used on the menu ("Jell-O", "Egg McMuffin").

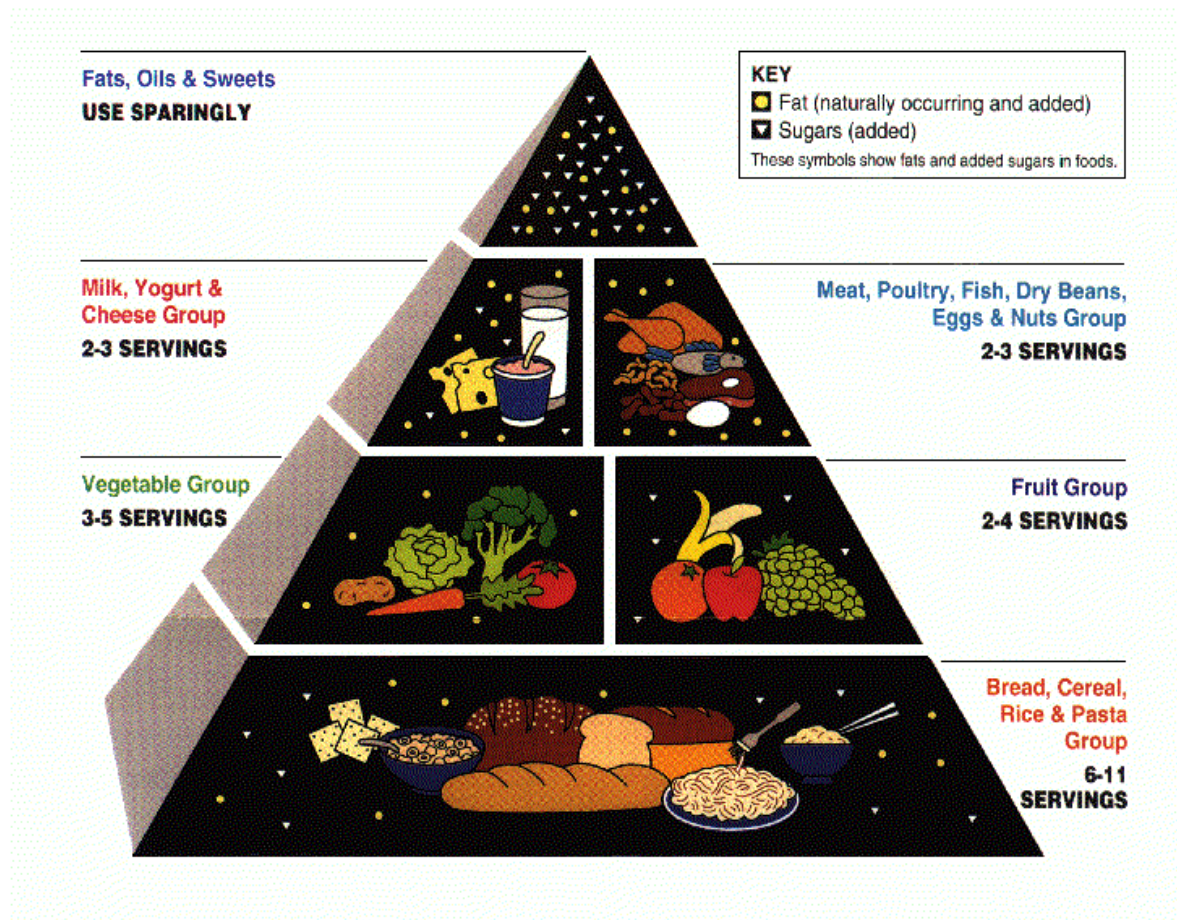
b. Menu items should be listed in the following order:

- (1) Appetizer/Soup
- (2) Entrees (gravy, sauce if required)
- (3) Starches
- (4) Cooked vegetables
- (5) Salads
- (6) Breads/spreads
- (7) Desserts
- (8) Beverages

6. MARKETING MENU ITEMS. An idea for marketing healthy foods on the tray line is to assign color codes for the healthy Navy options. For example, when a food item meets the Healthy Navy standard post the item name on a green card (green = go), when a food item exceeds the Healthy Navy standard post the item name on a red card (red = stop).

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The Food Guide Pyramid is a visual representation of the Dietary Guidelines For Americans.



3006 MENU PLANNING AND REVIEW PROCESS

1. **GENERAL.** A cycle menu works best for general messes. The cycle menu rotation and appropriate changes should occur on a quarterly or seasonal basis.

Cycle menus save time and allow an easier and more thorough analysis than menus written weekly. Cycle menus provide more accurate forecasting for ration costs, requisition requirements, and daily food preparation.

2. **PROCEDURE.** The leading mess management specialist will draft a menu. The menu draft format will be retained. NAVSUP P-421 describes the steps required to construct the menu. The menu draft will include the food item, preparation method and recipe number used. Menus for salad bars and dessert bars are to be included and attached to the menu draft for the main serving line.

Reviewing your local Prime Vendor Catalog and Current On Hand balance report before drafting each menu will assist in menu planning. After the leading mess management specialist completes the menu draft and ensures product availability, the Food Service Officer receives the menu draft for review.

3. **MENU COST CONTROL.** Use of the General Mess Control Record (NAVSUP Form 338) along with displaying the General Mess Operating Statement (NAVSUP Form 1358) within FSM allows a daily review of food costs and provides a complete picture of the current over/under issue status. This menu planning control record will signal the need to reduce menu costs.

4. **MENU ANALYSIS.** The Food Service Officer analyzes the menu to ensure that meals provide a nutritional balance and that good management of food supplies, equipment, and personnel are reflected.

Use the guidelines in NAVSUP P-421 to ensure preparation of nutritionally balanced meals. The Food Service Officer will approve or note changes on the menu draft and return it to the leading Mess Management Specialist. The menu draft will be retained for preparing recipe number lists and instructions when using the daily Food Preparation Worksheet (NAVSUP Form 1090) (see para. 3101-3). Menu writers should consult the Navy Food Management Team to obtain assistance in evaluation of the cycle menu initially, or when significant changes are made. Registered Dietitians at NAVSUP or the nearest Naval medical center can provide assistance with menu evaluations.

5. **MENU APPROVAL.** The entire cycle menu will be submitted for command approval and signature, quarterly, seasonally, or when a new cycle menu is prepared. Menus posted on menu boards, bulletin boards, and other designated areas should include appealing, descriptive, and accurate expressions. Recipe numbers will be omitted from posted menus.

6. **MENU CHANGES.** The Commanding Officer or the designated representative may allow the Food Service Officer to make necessary changes to an approved menu. This authorization occurs when the commanding officer signs the activities cycle menu that will contain the following preprinted statement:

"The Food Service Officer is authorized to make changes to this menu when, due to unusual or unforeseen circumstances, it may be necessary to provide substitutions for food items not in stock or to permit timely use of perishable foods."

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Permanent changes to the approved cycle menu must be approved by the chain of command.

3007 EXTENDED CRUISE MENUS

Menus affect the crew's health and morale, and directly affect the ship's endurance. Endurance requirements change among ship types and classes. The amount of food storage space even varies between ships with identical complements. Refer to the latest OPORD 2000.

Proportionately smaller quantities of perishable foods should be stocked on extended cruises and an increase in the use of semi-perishable foods, especially concentrated, prefabricated, and dehydrated foods should be instituted. An outline or summary of menus should be prepared before deployment loading for extended cruises. The menu summary lists the various meats, vegetables, fruits, and other menu items needed and the number of times served during the cruise.

Accurate records of a ship's own past usage and menu plans or summaries for previous extended cruises serve as the best guides for menu planning and determining requirements. The Food Service Officer will require collection of usage data and menus during extended cruises. This data will provide information on balanced loading for future deployments. Appendix D is a hard core 45 day subsistence endurance base that provides menu planning and load lists.

PART B: FOOD PREPARATION

3100 BASIC GUIDES

Food will be prepared for the general mess following recipes contained in the Armed Forces Recipe Service or locally prepared and documented recipes approved by the Food Service Officer. NAVSUP P-421, The New Professional Chef (6th Edition), and The Art and Science of Culinary Preparation contains thorough food preparation techniques.

3101 FOOD PREPARATION WORKSHEET

1. REQUIRED USE. All general messes, with more than one mess management specialist assigned are required to use the NAVSUP Form 1090.

The leading mess management specialist will prepare and sign the NAVSUP Form 1090 for each food preparation space. (See Figure 3-1) After signing, the leading mess management specialist places the document in the appropriate spaces. The leading mess management specialist uses experience and historical acceptability to predict attendance for each meal.

The watch captains will review and sign the worksheet at least two days before going on watch. Watch captains will follow all instructions provided on the worksheet to prepare meals. The watch captain will enter the number of persons actually fed for each meal, number of portions actually prepared and the number of portions leftover for each recipe and then compute acceptability factors. The master-at-arms, for activities where master-at-arms are assigned, provides figures for persons actually fed to the watch captain.

2. SEPARATE WORKSHEETS. Preparing separate NAVSUP Form 1090s for each work center could cancel the need to include the vegetable preparation room, bake shop, and meat preparation room on the reverse side of the worksheet. The Food Service Officer must decide if the general mess size and facilities justifies the use of the reverse side of the worksheet for separate food preparation areas.

Use of the reverse side of the worksheets may include additional requirements such as:

a. maintaining a refrigeration log (a hand drawn or rubber stamp in the following suggested format can be used to record internal temperatures on the worksheet at least twice a day);

	FREEZE	CHILL	DAIRY	THAW
	0° or below	33° to 36°	32° to 34°	36° to 38°
0600	_____	_____	_____	_____
1800	_____	_____	_____	_____
Comments:	_____			

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- b. recording serving line and scullery temperatures; and
- c. providing the Food Service Officer with additional information as required.

The NAVSUP 338 reflects an UNDER/OVER issue of \$_____

The NAVSUP 1358 reflects an UNDER/OVER issue of \$_____

3. PREPARATION. The proper preparation of the NAVSUP Form 1090 is as follows:

Data Block and Caption

Instruction for Entry

HEADING SECTION

Reviewed by	Signed and reviewed by the Food Service Officer or leading MS or as per TYCOM direction after the date of completion.
Document Number	Assigned through FSM program.
Day	Menu cycle day assigned through the FSM system.
Date	Appropriate calendar date.
Activity	Name of activity.
Leading Mess Management Specialist	Leading Mess Management Specialist signature after preparing the document.
Reviewed and Received by	Watch Captain or work center supervisor on duty after reviewing the instructions.
Reviewed and Received by	Oncoming Watch Captain or work center supervisor who assumes duty after reviewing the instructions.

MEAL ATTENDANCE, PREDICTIONS AND ACTUAL FED SECTION

Allowed	Number of assigned personnel allowed at the activity. This figure is provided by the Personnel Department.
%	Percent of actual fed divided by the number allowed.
Predicted	Predicted attendance at each meal.
Actual	Actual number fed entered by the watch captain. This number is obtained through the use of the mechanical counting device, automated access card system, NAVSUP form 1292, and the total of cash sales.

FOOD ITEMS TO PREPARE SECTION

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Recipe Card	Recipe card numbers corresponding to the menu items as assigned through FSM.
Menu Item	Menu items for preparation that may include any leftovers available.
Portions to Prepare	As assigned by FSM. (This figure will only be accurate if post meal acceptability updates have been processed.)
Actual Prepared	Actual number of portions prepared based on recipe conversion. The watch captain completes this information upon completion of each individual meal.
Instructions	Provide instructions on preparation, batch size, service, and garnish. Do not include instructions such as "prepare according to the recipe card".
Start Preparation	Time to start preparation.
Start Cooking	Guideline for time required to start cooking to ensure the meal begins at the proper time. (Note: no entry is required for items not requiring cooking.)
Portions Leftover	Watch Captain enters the number of both prepared and unprepared portions leftover after the meal.
Acceptability (%)	<p>There are three methods in determining acceptability as follows:</p> <p>First method is used when the food item prepared does not run out:</p> <p style="padding-left: 40px;">Subtract portions leftover from the portions actually prepared to determine portions actually served. Then divide the actual portions served by the actual number fed.</p> <p>Second method is used when the menu item prepared runs out and an additional amount of the same food item is prepared.</p> <p style="padding-left: 40px;">Add the original portions prepared with the additional portions prepared. Subtract leftover portions to determine portions actually served. Then divide the actual portions served by the actual number fed.</p>

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Third method is used when the menu item prepared runs out and is substituted with an alternate food item. Annotate the time the menu item ran out, the head count at that time, and the alternate food item prepared.

Divide portions prepared by the head count at the time the original food item ran out.

COMMENTS/DISPOSITION OF LEFTOVERS SECTION

Prepared	Comments by the watch captain as to what happened to all prepared leftovers.
Unprepared	Comments by the watch captain as to what happened to all unprepared food items, for example, "returned to bulk storeroom custodian".

4. **REQUIRED SIGNATURES.** The number of required signatures on the worksheets depends on several factors. These factors include whether the day involves a normal work day or a watch relief day. The signature requirements are:

a. Normal Work Day

- (1) watch captain or work center supervisor on duty, and
- (2) leading mess management specialist or Food Service Officer as directed by the Type Commander.

b. Watch Relief Day

- (1) watch captain or work center supervisor on duty,
- (2) oncoming watch captain or work center supervisor who assumes duty,
- (3) leading mess management specialist, or Food Service Officer as directed by the Type Commander.

c. The Food Service Officer will review the completed worksheet to ensure all food items listed on the worksheet correspond to entries on the issue documents.

5. **DISTRIBUTION.** At the end of each day's meal and after all blocks on the NAVSUP Form 1090 have been completed, it will be placed in the Menu File.

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FOOD PREPARATION WORKSHEET (NAVSUP FORM 1090)

F83112001										07 JUL 98 17:59	
* FOOD PREPARATION WORKSHEET (4061) * NAVSUP FORM 1090 (REV.5-82)		REVIEWED BY (Signature)	CONTROL NO.	DAY	DATE	MEAL	ALLOWED	%	PREDICTED	ACTUAL	
			8181-1-3-01-01	CYCLE DAY 30	06/30/98	BREAKFAST	220	142	40	92	
						LUNCH	220	93	180	205	
						DINNER	220	175	110	166	
						NIGHT				0	
* ACTIVITY USS DUARTE (DDG) * MAIN LINE * CYCLE MENU 3, GENERAL MESS * GALLEY (FORE)		LEADING MESS MANAGEMENT SPEC.	REVIEWED & RECEIVED BY	REVIEWED & RECEIVED BY							
		<i>J.A. Clifton</i>	<i>J.B. Martin</i>	<i>K.L. Thomas</i>							
RECIPE CARD	MENU ITEM	PORTIONS TO PREPARE	ACTUAL PREPARED	INSTRUCTIONS	START PREPARATION	START COOKING	PORTIONS LEFT OVER	ACCEPT- ABILITY (%)	COMMENTS/DISPOSITION OF LEFTOVERS		
									PREPARED	UNPREPARED	
***** BREAKFAST *****											
* E00102	HOT BREAKFAST CEREALS (ROLLED OATS)	25	25	DO NOT OVERCOOK	5:45	6:00	4	37	Discarded		
* F00400	SOFT AND HARD COOKED EGGS	18	18		5:30	5:45	6	46	Saved for Lunch Salad Bar		
* L00200	OVEN FRIED BACON	45	45	COOK TO ORDER	5:45	6:00	3	84	Discarded		
* L09100	GRILLED SAUSAGE LINKS (BKfst.)	16	16	COOK TO ORDER	5:45	6:00	3	41	Discarded		
* X00324	CEREAL PREP., ASSTD., 70 SERVINGS	31	31	COOK TO ORDER	5:45	6:00	3	77	Discarded		
* F00705	GRILLED EGGS TO ORDER	38	38	COOK TO ORDER	5:30	6:00	0	30	COOKED TO ORDER		
* F00800	ASSY., OMELET	16	16	COOK TO ORDER	5:30	6:00	0	41	COOKED TO ORDER		
* D02505	PANCAKES (GRIDDLE CAKES)	28	28	COOK TO ORDER	5:30	5:50	0	71	Discarded		
* X20202	ASSORTED BEVERAGES	11	11		5:30	6:00	0	27	MADE TO ORDER		
* Z04602	HASHED BROWN POTATOES(FROZEN, SHREDDED)	50	50		5:30	5:45	2	54	Discarded		
***** LUNCH *****											
* E00501	LYONNAISE RICE	77	77	DO NOT OVERCOOK	9:45	10:00	6	35	Discarded		
* L03700	SALISBURY STEAK	135	135		9:00	9:30	2	45	Discarded		
* L03800	SPAGHETTI WITH MEAT SAUCE	89	89	DRAIN OFF EXCESS FAT	8:00	8:30	2	45	Discarded		
* D01500	BROWN GRAVY	40	40	USE OVEN ROUX	9:30	9:45	1	22	Discarded		
* Q02401	BRUSSELS SPROUTS PARMESAN	58	58	DO NOT OVERCOOK	10:15	10:30	1	32	Discarded		
* Q04400	BAKED POTATOES	45	45		9:15	9:45	2	25	Discarded		
* Q00321	MIXED VEGETABLES (FROZEN)	58	58	DO NOT OVERCOOK	10:15	10:30	10	32	Discarded		
* Z01803	CHICKEN-NOODLE VEGETABLE SOUP (DEHY)	59	59		9:30	9:45	1	33	Discarded		
***** DINNER *****											
* L01300	PEPPER STEAK				15:00	15:45	12	46	Discarded		
* L10501	VEAL STEAKS				15:30	15:50	2	43	Discarded		
* P00802	KNICKERBOCKER SOUP (BEAN, TOMATO, BAC)				15:30	14:00	10	47	Discarded		
* Q01002	CAULIFLOWER POLONAISE				15:30	15:45	10	47	Discarded		
* Q04105	PEAS WITH MUSHROOM (CANNED PEAS)				15:30	15:45	5	44	Discarded		
* Q05100	POTATOES AU GRATIN				14:15	14:45	13	53	Discarded		

Acceptability is predetermined by past usage, automatically posted by FSM

Figure 3-1

PART C: SERVICE OF FOOD

3200 NORMAL FEEDING

1. GENERAL. General mess patrons will not be disturbed or distracted while they are eating. Visitors should not receive tours of food service and dining spaces during meal hours. All personnel should receive attractively presented, appetizing, and nutritious food served in a pleasant manner. Night club type and similar entertainment that may disrupt the normal dining routine will not occur during the regular meal period. Appropriate music, including live performances, which blends and improves the feeding atmosphere may be played during meal periods.

2. SERVING FOOD. A strict routine will be established for serving food. This routine includes the following considerations:

- a. food service personnel must wear clean uniforms and maintain the highest personal grooming standards;
- b. food service personnel will receive instruction and appropriate training concerning the performance of their duties;

3201 SERVING MEALS

1. SERVING SYSTEM. General messes will use a cafeteria system for serving. This system resembles what commercial cafeterias use.

a. The Food Service Officer and leading mess management specialist will ensure the serving area runs smoothly. This function includes making sure a current menu exists in full view at the beginning of each serving line, that food is served promptly in an appetizing manner, and equipment on the serving line operates at the proper temperature.

b. The watch captain will instruct and supervise food service personnel on arrangement of items on the line, the size of each portion, correct serving technique, and placement of each item on the tray or plate. The order of food on the serving line varies with the arrangement of steam tables. However, the serving line should allow hot foods to be placed on the tray first. Food service personnel will replenish food on the serving line from the main supply of food in the galley. Do not store excess quantities of food on the serving line. Separate locations for salad, relish, dessert, and beverage bars should be established away from the serving line when space or facilities permit.

2. DINNERWARE. The Mess Deck Master-at-Arms Handbook (NAVSUP P-520, Chapter 5) contains requirements for utensil inventory.

3. SELF-SERVICE OF FOOD. Self-service of food includes items such as bread, butter, crackers, salads, relishes, condiments, beverages, and certain types of desserts. Desserts must have individual dishes and may include the following:

- a. Commercially packaged individual portions of ice cream,
- b. Individually wrapped portions of cookies,
- c. Individually wrapped portions of canned, stewed or frozen fruits,

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- d. Fruit flavored gelatin that is wrapped,
- e. Soft ice cream/yogurt from a dispensing machine,
- f. Solid, unpeeled fresh fruit.

Desserts such as cakes, pies, and bulk ice cream will not be self-service unless set up in individual dishes. The medical officer or senior medical department representative must approve deviations from this policy in writing.

3202 SUGGESTIONS TO THE FOOD SERVICE OFFICER

1. GENERAL. Each general mess will establish procedures for handling suggestions to the Food Service Officer. This program will provide the best possible service to general mess customers.

A local form will be developed to implement the suggestion program. (A suggested format is at Figure 3-2.)

2. PROCEDURE. Suggestion boxes will:

- a. be readily available and clearly identified;
- b. have pencil or pen readily available
- c. have an ample supply of locally prepared suggestion forms
- d. be emptied daily; and

e. the Food Service Officer will review each one for possible adoption and implementation. A reply will be made to the suggestions within 48 hours when a name and address is furnished. Suggestions that may apply to other general messes will be submitted to SUP 51.

SUGGESTIONS TO THE FOOD SERVICE OFFICER



(date) _____

Mailing Address: _____

Food Service Officer

3-20

PART D: SPECIAL FEEDING

3300 BATTLE FEEDING

1. GENERAL. The battle feeding plan is found as follows: afloat - the Damage Control Assistant is responsible for developing the battle feeding plan; ashore - the base Disaster Preparedness Plan.

2. FEEDING ON STATION. Distribution of food to battle station lockers allows availability for battle feeding. Food that does not require galley preparation or semi-perishable food distributed in this manner requires constant checking. This checking provides periodic rotation of food items to prevent spoilage, misuse, or theft. The availability of food carriers, racks, trays, and large coffee pots should support battle feeding needs.

3. BATTLE FOOD PREPARATION. Battle food preparation will depend on whether the galley is in operation and mess management specialists are available. If the galley or personnel are not available, the meal-ready-to-eat ration may be used and supplemented with hot or cold drinks. If limited galley food service is available, plan menu items such as sandwiches, fresh or canned fruit, hot entrees, such as canned beef stew, chili con carne, or easy to prepare recipes and a hot or cold drink for preparation and serving.

4. GALLEY FEEDING. When personnel are relieved from battle stations, they should go to the galley or to other auxiliary feeding stations for hot food. Various auxiliary feeding stations will be set up when situations do not allow access to the galley.

5. OFFICERS IN BATTLE FEEDING SITUATIONS. Officers eating meals at the general mess during battle feeding situations will pay regular meal rates in accordance with NAVSUP Notice 7330 and the latest NAVSUP Naval message. For afloat units selling officers meals on a credit basis from the general mess simplifies procedures during the emergency situation.

3301 OTHER FEEDING

The Commanding Officer will ensure enlisted personnel required at work during regular meal hours, due to the nature of their duties, receive an opportunity to eat. The general mess facilities should allow modifications and adjustments for this purpose. This provision does not suggest that feeding these personnel should require the establishment or operation of a branch mess.

PART E: CONSERVATION OF FOOD

3400 NEED FOR FOOD CONSERVATION

Operation of the general mess requires economy and food conservation. Essential parts of an efficient and economical operation includes food conservation and waste elimination. Proper use of the NAVSUP Form 1090 provides the best management control for food conservation available to general messes.

3401 CONSERVATION MEASURES

1. EDUCATING PERSONNEL. An educational program, such as Project START (Stop Throwing Away Rations Today), will inform personnel of the need for food conservation. Displaying food conservation posters in general mess areas should help the education program.
2. CONTROLLING TRAY WASTE. The person in charge of the serving line will supervise the proper serving of food. This person will ensure the amounts served do not exceed the customer's request.

Menu planning will reduce the use of food items in critical supply. Using fresh food in season and food in large supply will accomplish this.

3402 BULK FOOD DONATION

1. BACKGROUND. On 23 November 1996, President Clinton signed an Executive Memorandum directing Federal agencies to redirect excess wholesome food from their food service facilities to programs that provide food services for the needy. The Department of Agriculture (USDA) is lead agency for the Federal Government's food recovery initiative. The USDA has a publication called "A Citizen's Guide to Food Recovery" which is available as a resource to help you establish a food recovery program at your facility. You can obtain the guide by calling 800-453-2648 or via the USDA internet site at <http://www.usda.gov/fcs/glean.htm>. Regarding legal risks, Amendment to Title IV of the National and Community Service Act of 1990, also known as the "Emerson Good Samaritan Food Donation Act" was passed in 1996 to provide uniform national protection to citizens, business and nonprofit organizations that act in good faith to donate, recover and distribute excess food.

2. POLICY. NAVSUP supports the distribution of all packaged foods (canned, dehydrated, dry, chill and frozen) that are eligible for the donation program per the following guidelines for disposition:

a. TYCOMS must certify all efforts have been made to transfer the food items to other U.S. Navy ships or shore galleys.

b. TYCOMS must certify all efforts have been made to transfer the food items to other U.S. military dining facilities.

c. If there is still a need to eliminate these kinds of food items from storage, then the food items are to be surveyed using DD Form 200.

(1) U.S. Army Veterinary Service must inspect the items for wholesomeness in accordance with VETCOM Prime Vendor Shelf Life Policy of 17 OCT 97.

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(2) Upon completion of the Veterinary Service inspection, the food items must be transferred to Defense Reutilization and Marketing Office (DRMO). Each food item must be accompanied by Form 1348-1A. Copies of the DD 200 and 1348-1A must be retained by the donating galley for audit purposes and a copy forwarded to NAVSUP Code 51. It is the responsibility of DRMO, not the donating General Mess to distribute the food items to an approved food bank or shelter.

(3) Chilled or frozen packaged foods may need to be retained by the General Mess due to non-availability of refrigerator or freezer space at DRMO locations. DRMO is responsible for coordinating the donation with the food bank or shelter and notifying the donating General Mess when and who will be picking up the food items.

PART F: ASHORE AND AFLOAT OPERATING COST REPORTING

3500 GENERAL

The Under Secretary Of Defense Comptroller requires each of the military services to provide a summary report of dining facility operating costs which is compiled from the reports submitted by each galley. NAVSUP provides the specific reporting requirements to all concerned via naval message each year.

PART G: WASTE MANAGEMENT OPERATIONS

3600 REGULATIONS

1. **PLASTICS.** Surface ships equipped with Plastics Waste Processors (PWP) are prohibited from discharging plastics into the sea. Currently, those ships without plastic processing capability or who have non-operating Plastic Waste Processors should make every effort to retain all plastic waste on board or retrograde to other ships. After 1998 discharge of plastics will be prohibited for all ships. Exceptions to these retention requirements are allowed only when necessary for the purpose of securing the safety of the ship or the health of ship's force.

2. **BIODEGRADABLE TRASH & FOOD WASTE.** Biodegradable trash (paper and cardboard) and food waste may be discharged beyond 3 nautical miles from any shoreline as long as it is pulped using the approved Naval Sea Systems Command (NAVSEA) developed pulpers.

3. **METAL AND GLASS.** Metal and glass that has been shredded and bagged so as to ensure negative buoyancy may be discharged once the ship is beyond 12 nautical miles from any shoreline.

4. DEFINITIONS

a. **Food Waste** - Spoiled or unspoiled food substances, such as fruits, vegetables, dairy products, meat products, food scraps, and food particles.

b. **Pulped Waste** - Pulped or ground waste capable of passing through a screen with openings no greater than 12 millimeters (0.47 inch).

c. **Plastic Waste** - Styrofoam, nylon, vinyl, polypropylene and similar synthetic materials produced by polymerization and any material that contains plastic (e.g. punctured spray cans which contain plastic tubes)

3601 POLICY

An internal instruction is required that outlines policy, procedures and responsibilities for plastic waste storage and disposal. A sample shipboard solid waste management instruction may be acquired via NSWCCD-TR-63-97/25.

1. PLASTIC

a. All waste plastic shall be separated from other types of waste and placed into "plastic waste only" receptacles for the collection and processing in the Plastic Waste Processor. Plastic waste, whether processed or unprocessed, shall be held onboard for disposal ashore.

b. In the event that the Plastic Waste Processors are inoperative, the ship shall retain plastics waste onboard by utilizing odor barrier bags for storage of waste in accordance with the instructions provided in NAVSEA MSG R271245Z Mar 95.

c. If retention of plastics waste endangers the health or safety of crew members, creates unacceptable nuisance conditions or compromises combat readiness; overboard discharge is authorized beyond 50 miles from any shoreline provided it is properly packaged (packaged in a manner that will not separate in the ocean) and weighted for negative buoyancy. Discharges shall be recorded in the ship's deck log. Log entry shall include:

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- (1) The date, time and location of discharge.
- (2) Approximate weight and cubic volume of the discharge.
- (3) Nature of the material discharged.

d. Upon completion of deployment, Navy ships shall report by routine message to OPNAV (N45) and the chain of command regarding discharges other than food waste into the in-effect special area. Special areas now in effect are the Baltic Sea, the North Sea and the Antarctic Area. Other special areas that have been designated but are not yet in effect are: the Persian Gulf, Red Sea, Black Sea, Mediterranean Sea, Caribbean Sea and the Gulf of Mexico.

2. NONPLASTIC

a. Non-plastic solid waste shall be discharged at sea only where permitted by law as defined above.

b. Recyclable materials will be collected and recycled when practical without negatively impacting shipboard habitability and readiness. No materials containing food residues will be retained on board longer than necessary to process or properly dispose.

3602 SOLID WASTE PROCESSING EQUIPMENT

1. In most cases, the Auxiliary Engineering Department maintains the equipment. Guidelines on equipment operation may be obtained by contacting the Naval Sea Systems Command (NAVSEA) 03L.

a. Plastic Waste Processors (PWP) will melt and compress plastic into a disc at a 30 to 1 ratio. The PWP includes a shredder, melt unit, and cooling unit. The output discs, weighing approximately 10-pounds, are stored onboard until they can be off-loaded onto a CLF ship during an UNREP or return to shore.

b. Pulpers will process paper, food waste, and cardboard into a non-floating slurry that is authorized for overboard discharge. Pulped materials will allow waste to be discharged near land (>3nm) and during flight operations. Available is a large pulper capable of pulping 500 pounds per hour and a small pulper capable of processing 100 pounds per hour. Small pulpers will be installed on ships with a minimal waste stream and ships where a large pulper is not easily accommodated.

c. The glass and metal shredder will compact at a three-to-one ratio. The shredder is identical to the plastics shredder, except it has combs in the shredding chamber. All shredded waste will be placed in a burlap bag, or like, for authorized discharge. Bags must be weighted to negative buoyancy.

3603 HANDLING AND STORAGE GUIDANCE

Procedures shall be developed for collecting and separating the waste. Waste receptacles shall be placed at designated locations and labeled "Plastics Only", which includes plastics comprised of non-plastic materials, "Biodegradable or Pulpables", and "Metal and Glass".

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All food contaminated plastic, glass, and metal cans should be washed prior to processing to avoid possible safety and health problems during storage. Clean plastic disc will enhance recycling.

3604 TRAINING

Food service personnel shall provide training on operation, source separation, waste disposal and waste discharge restrictions. Regular meetings should be held to ensure ships policies are effective and comply with the law. Training aids are available by contacting your local Food Service Management Team.

Additional guidance and samples of shipboard waste management plans may be acquired by contacting NAVSUP at (717) 605-5623 or NAVSEA at (703)-602-0351

PART H: ASHORE FOOD SERVICE, FACILITY STRUCTURE AND HOUSEKEEPING

3700 GENERAL

The following information may be used as a guide for all ashore food service activities, including MWR facilities, serving RIK patrons.

3701 FACILITY STRUCTURE AND HOUSEKEEPING

a. Eating involves all the senses: taste, touch, smell, sight and hearing. Proper food preparation and plate presentation is essential for a pleasurable dining experience. It is equally important to serve food in an attractive environment that is conducive to dining.

b. Serving areas should be well-lighted, well-maintained and free from dirt, dust and food residues. The area should be organized and adequately stocked with food and supplies. A menu is posted daily; including all food items offered for the meals served that day, and will be displayed prior to the serving line. All items on the serving line will be labeled. NAVSUP PUB 421, Chapter 5 provides detailed information on serving techniques and presentation. The use of plastic, paper or Styrofoam tableware should be limited to take-out orders only.

c. The dining area will be kept neat, clean and free from litter. Flooring, ceilings and walls will be kept in good repair (no marks, chips or discoloration), and free from dirt, dust and food residues. Table top and chair coverings will be well maintained and clean. The color scheme in the dining area should contain subtle complementing colors. The quality, intensity and distribution of lighting has an effect on the appearance of food and the overall comfort of the customers. Warm lighting provides the best atmosphere in a dining area. To enhance the dining atmosphere, reduce the noise from the kitchen and dish washing areas. Navy food service sanitation standards are established by BUMED and are published in the manual of Naval Preventive Medicine, Chapter 1 (NAVMED P5010-1). NAVSUP Pub 421, Chapter 2 also contains information on Food Service Sanitation. Ashore general messes refer to MIL Handbook 1036/4, Enlisted Dining Facilities, and NAVFAC 37.07, Messes - Facility Planning and Design for guidance on internal atmosphere.

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CHAPTER 4

PROCUREMENT

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CHAPTER 4

PROCUREMENT

PART A: ESTABLISHING REQUIREMENTS

4000 INSTRUCTIONS FOR REPLENISHMENT

Replenishment will be directed towards obtaining sufficient stocks to provide a well balanced diet in the general mess. The nature of the duty, procurement, item availability, prescribed endurance levels, shelf life, and storage capability will be considered when determining the extent and types of food to be procured. Food will be stored so that the oldest stocks will be used first. When replenishing perishable foods, always consider the availability and efficiency of refrigeration. Generally, only frozen meats, fish and poultry are requisitioned. Chilled meats, seafood, and poultry should be procured in limited quantities and handled in accordance with good commercial practice. These products must be used and stored in accordance with NAVMED P-5010. They must be imprinted with a "use by date" when received, and be consumed within the "use by date" time frame. In hot weather, it is advisable to receive perishables in the early morning or after nightfall. In freezing weather or very hot weather, fresh fruits and vegetables will be handled with extra care to prevent freezing or spoilage. Canned meats and canned fruits and vegetables will be stocked in sufficient quantities to supplement their fresh/frozen counterpart or to be used as a total substitute if necessary.

4001 STOCKAGE OBJECTIVE

1. GENERAL

a. A monthly supply demand review will be made of all Subsistence Ledgers (NAVSUP Form 335) in order to:

- (1) maintain the current in-stock position for all items with a recurring demand, and
- (2) keep inventories within prescribed limitations.

b. For semi-perishable foods, the maximum in-stock position is the high limit that is established by the fleet or type commander. The maximum in-stock position of perishable foods is the quantity consumed times the storage life of that item. Non-CARGO (Consolidated Afloat Requisitioning Guide Overseas) foods should be stocked to last for the duration of the deployment period. When the monthly review indicates that food items exceed their high limit, menu changes will be initiated in time to provide for their consumption prior to deterioration.

4002 INVENTORY LEVELS ASHORE

Inventory levels will be set based on operational requirements.

4003 ESTABLISHING HIGH AND LOW LIMITS

1. GENERAL. A low limit and high limit will be established for each item of stock at the beginning of each accounting period. Low limits and high limits should be adjusted as necessary for the following reasons:

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- a. increases or decreases in crew size,
- b. anticipated operations,
- c. changes in crew preferences,
- d. changes in the menu, and
- e. any other factors affecting the consumption of the items being ordered.

2. **LOW LIMIT.** The low limit is the stock position that signals the need to begin replenishment action. The number of days endurance required for the low limit will be established by the fleet or type commander. There will be no low limit for perishable chill foods except when that item has a storage life greater than the high limit number of days endurance established by the fleet or type commander.

To compute the low limit for food items, use the following formula:

$$\begin{array}{l} \text{total quantity consumed during the previous accounting} \\ \text{period (less surveys and transfers)} \\ \text{divided by } (\div) \\ 90 \text{ (days in an accounting period)} \\ \text{times } (x) \\ \text{number of days endurance for the low limit} \\ \text{(as established by the fleet or type commander)} \\ \text{equals } (=) \\ \text{low limit} \end{array}$$

Note: FSM will automatically compute and adjust low limits based on past usage. See the FSM Users Manual for details.

3. **HIGH LIMIT.** The high limit is the maximum quantity of food to be maintained on hand to sustain current operations. The number of days endurance required for the high limit will be established by the fleet or type commander. The high limit for perishable chill foods will not exceed the storage life of that item times total quantity from the previous accounting period less surveys and transfers divided by 90.

To compute the high limit for subsistence items, use the following formula:

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total quantity consumed during the previous accounting
period (less surveys and transfers)
divided by (÷)
90 (days in an accounting period)
times (x)
number of days endurance for the high limit
(as established by the fleet or type commander)
equals (=)
high limit

Note: FSM will automatically compute and adjust high limits based on past usage. See the FSM Users Manual for details.

4. ORDERING AND SHIPPING TIME. Ordering and shipping time is the time between the submission of a requisition or purchase order and the receipt of the material.

To compute the ordering and shipping time quantity, use the following formula:

total quantity consumed during the previous accounting
period (less surveys and transfers)
divided by (÷)
90 (days in an accounting period)
times (x)
the applicable ordering and shipping time
equals (=)
ordering and shipping time quantity

4004 REPLENISHMENT ACTION (QUANTITY TO BE ORDERED)

The quantity to order of any item will be determined during the monthly supply demand review. The following formula will be used:

the high limit for the item
minus (-)
the on hand balance recorded on the
NAVSUP Form 335
minus (-)
quantity on order
plus (+)
quantity required to cover the order and shipping time
equals (=)
the quantity to be ordered

NOTE: Round the quantity to be ordered to whole case lots.

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4005 SUBSISTENCE ENDURANCE LEVELS

Ships' underway subsistence replenishments are normally based on the individual ship's usage data. This data cannot be readily used for subsistence endurance levels where resupply occurs less frequently. Appendix D provides additional information along with a Subsistence Endurance Base (SEB) loading guideline.

PART B: REQUISITIONING PROCEDURES

4100 SUBSISTENCE PRIME VENDOR

1. **BACKGROUND.** The Subsistence Prime Vendor (SPV) program is a result of the Department of Defense (DOD) Food Inventory demonstration project. The demonstration proved the viability of using commercial vendors to provide subsistence requirements within Continental United States (CONUS). Under congressional mandate, the DOD Joint Task Group assigned to implement this project approved a deployment plan for all DOD CONUS activities. Defense Supply Center Philadelphia (DSCP) Prime Vendor administers the indefinite quantity contracts that provide support to the SPV program. Contracts are awarded for a base year with multiple year options. Guaranteed minimums and maximum ceilings provide the basis for the contract. Deviations are allowable in the event of emergencies and mobilization. SPV uses a single, full-line commercial food distributor that delivers subsistence products directly to the dining facility. Orders are submitted via electronic commerce methods. SPV contracts are tailored to meet the needs of the fleet by providing high quality products while reducing the distribution and warehousing costs of the Department of Defense at all levels.

2. **OPERATION.** The SPV program dramatically changes the way Naval galleys afloat and ashore procure food items. The food items that will be offered to Naval galleys by the SPV will be of the same quality and variety offered to commercial and institutional facilities. The SPV will support the fleet with following food categories:

- Chilled products.
- Frozen fish, meat, and poultry
- Semi-perishable food items (canned foods, condiments sauces, seasonings, spices, fats, oils, confectionery, nuts, sugars, etc)
- Frozen foods such as fruits, vegetables, pastries.

The Prime Vendor will stock items in sufficient quantities to fill all ordering requirements. Items ordered will be delivered within the required time frame after transmitting the order. Longer order lead time will be accommodated by the SPV for ships requesting delivery in three or more days from date of order. This will require coordination between the ship and the Fleet Industrial Supply Center (FISC).

The Defense Subsistence Office (DSO) will still supply fresh fruits and vegetables, and occasionally by the SPV. Bread and dairy items will still be ordered from a local contracted vendor (not the SPV) via (FISC).

3. SYSTEMS REQUIREMENTS

The following systems are required in order to place a vendor delivery order.

- Food Service Management (FSM) version 250-02.01.04 or higher.
- Subsistence Prime Vendor Interpreter (SPVI).
- Subsistence Total Order Receipt and Electronic System (STORES).
- Fleet Industrial Supply Center (FISC).

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- Streamline Automated Logistics Transmission System (SALTS), (afloat only).
- Printer (Laser Printer is highly recommended)
- 3-1/2 inch Diskettes

4. NAVSUP SUPPORT. SUP 513 administers the SPV program for Naval afloat and ashore activities. By coordinating with SPVs, DSCP, DSO, FISCs, TYCOMs, and CINCs, SUP 513 ensures that all support issues are resolved expeditiously. SUP 513 chairs TYCOM Working Group Meetings that address all SPV issues and ensure that modifications to the SPV program are implemented efficiently. Afloat activities should submit concerns with SPV or DSO support, which cannot be resolved by the FISC point of contact, to SUP 513 via their TYCOM. Ashore activities should submit concerns that cannot be resolved by their SPV or DSO to their appropriate account manager at DSCP and then to SUP 513 via TYCOM. Afloat and ashore activities should not contact DSCP.

5. DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP). DSCP will prepare, award, and administer contracts for direct delivery of subsistence to general messes, ashore and afloat. Contracts will provide for required delivery service, packaging/labeling requirements, and quality of service required by the vendor. DSCP is to provide and maintain the maximum level of support required to enable success. DSCP is responsible for uploading STORES catalogs to SALTS. New catalogues will be available Monday mornings for download to customers utilizing DSCP SALTS address. DSCP also has account managers to support customer concerns and problems.

6. DEFENSE SUBSISTENCE OFFICE (DSO) SUPPORT. The DSO is responsible for providing all fresh fruit and vegetable requirements. Place DSO orders for FFV the same as other subsistence requirements. If order is for the same requisition delivery date include with regular order.

7. FLEET AND INDUSTRIAL SUPPLY CENTER (FISC). The FISC will serve as the afloat unit point of contact for all subsistence requirements under the SPV program. Afloat units should not contact the SPV directly. All subsistence issues should be resolved by the FISC point of contact (refer to the TYCOM/FISC operating guide for details). The FISC tracks all subsistence requirements from receipt of order to time of delivery. The FISC also coordinates with DSCP to revise the SPV catalogue in response to fleet input. A monthly listing of non-catalogue procurements is provided to DSCP with copy to TYCOM for possible inclusion to catalog. The FISC provides the following support to the SPV program for afloat units:

a. Process Orders.

(1) Receive customer requirements via SALTS, e-mail, Floppy Disk or hardcopy message.

(2) Input ship requirement into STORES

b. Coordinate purchase of substitutions.

(1) Contact ships to approve any substitutions from the vendor

(2) Locally procure items; initiate any open purchase requirements if vendor cannot provide item.

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c. Send STORES Order Reports to the ships. Notify ships of locally procured items, NISs, substitutions and cancellations.

d. Process Receipts.

(1) Receive annotated receipt documents from vendor.

(2) Enter receipt data into the STORES.

(3) Send receipt reports to the ships within 24 hours (ships must check the quantity they have posted in the FSM against this report).

Ships: Investigate the difference between the invoice posted in the FSM and the STORES printout from FISC (if there's any). If it is an input error in receipt entries, you can modify the receipt utilizing the "modify receipt function" in FSM. Attach a copy of STORES receipt data to vendor's invoice. If it is an entry error from FISC, ensure that you notify FISC for any quantity or price that that needs to be changed.

8. ORDERING PROCEDURES. Afloat units should refer to the TYCOM/FISC SPV Operating Guide for ordering procedures unique to each FISC. Ashore activities should refer to the SPV contract for unique ordering procedures. Orders are processed using FSM and the STORES. Detailed ordering procedures using FSM and SPV are listed in Appendix A.

4101 FOOD ITEMS PROCURED FROM OTHER THAN SUBSISTENCE PRIME VENDOR

1. GENERAL. Food items procured from other than Subsistence Prime Vendor are subject to the following exceptions and limitations.

a. Exceptions and Limitations. As it is not possible nor desirable to centrally manage the full variety of wholesome food products readily available in the market place, general messes are allowed to deviate from the authorized Prime Vendor Catalog subject to the following limitations:

(1) the purchases will be made on a competitive basis, subject to all normal procurement regulations and requirements;

(2) The products must meet the Surgeons General guidelines for food items used in DoD dining facilities; i.e., special dietary foods and diet supplements, Alcoholic and look-a-like non-alcoholic beverages will not be procured for the purpose of cooking or distribution through the General Mess. Such products will not be purchased using appropriated funds. (Ref. SECNAVINST 1700.11C Chapter 1)

(3) all products purchased should come from an authorized approved source of supply, as stated in NAVSUP Instruction 4355.10 and the "Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement", VETCOM Circular 40-1.

b. Procedures. Requisitions, delivery orders, and purchase orders for authorized food items will be prepared and submitted in accordance with paras. 4201 - 4202 and the applicable provisions of NAVSUP P-485. The actual method and range of support might vary to some degree between supply points. For example, fresh dairy products and commercially prepared bakery items as authorized might be obtained in the United States by placing delivery orders against indefinite delivery type contracts.

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2. **PROCUREMENT RESTRICTIONS.** Salespersons or other representatives of food suppliers or companies will not be encouraged to visit the general messes to sell or promote their products. Navy general messes will not participate in advertising programs of any commercial products which could assist in promoting sales of any brand products. Procurement will be made only from sources of supply contained in this paragraph and para. 4102. These procurement restrictions will be strictly adhered to. For details on submission of food items for evaluation, salespersons should be instructed to write directly to:

Commander
Naval Supply Systems Command
Attn: Food Service Division (SUP 51)
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA. 17055-0791

3. **BULK MILK.** Bulk milk will be used in general messes afloat and ashore. Bulk milk is defined as fresh whole milk, 1% low-fat milk, 2% low-fat milk, chocolate milk or chocolate dairy drink packaged in containers larger than one gallon. One percent low-fat milk will be the primary milk used by all CONUS general messes and ships inport at CONUS locations. Deployed ships and overseas general messes are encouraged to use 1% low-fat milk when available.

4. **DISPENSING EQUIPMENT.** Bulk milk dispensers for use in CONUS ashore general messes may be leased or purchased. The Food Service Officer, in consultation with the contracting officer, will conduct a cost benefit or economical analysis before lease or purchase action is taken. The Federal Acquisition Regulation (FAR) subpart. 7.4, Equipment Lease or Purchase, provides guidance pertaining to the decision to acquire equipment by lease or purchase. It applies to both initial acquisition of equipment and renewal or extension of existing equipment leases. Contractor furnished dispensers must meet the sanitation standards of the National Sanitation Foundation (NSF) or other agencies with an equivalent testing program recognized by the Surgeon General. All afloat general messes and ashore activities in Alaska and outside CONUS are required to use Navy owned bulk milk dispensing equipment.

5. **CONTAINERS.** Ashore activities in the United States will be supplied bulk milk in plastic disposable containers, or plastic reusable containers, depending on which is more economical. Plastic reusable containers, authorized for ashore activities only, are for reuse by the contractor only and will not be reused by the general mess for any purpose. Bulk milk will be supplied only in plastic disposable containers to shore activities in Hawaii and outside the United States, and to all general messes afloat. Activities equipped with Navy owned, refrigerated bulk milk dispensers can use Navy-owned, stainless steel milk containers for preparing and dispensing cold non-milk beverages, reconstituted milk, and sterile whole milk from the dispenser cabinet. Plastic disposable containers will be destroyed in accordance with Project Prime after they have been emptied of the original contents.

6. **MILK IN INDIVIDUAL SINGLE SERVICE CONTAINERS.** An individual single service container is defined as a non-returnable container of any size that will provide the exact quantity of milk for one person as an individual portion to be consumed at one meal. Although this definition does not specifically limit size of the individual container, it is recommended that the individual container not exceed one pint capacity. Fresh whole milk, 1% low-fat milk, 2% low-fat milk, chocolate milk, and chocolate dairy drink in individual single service containers are authorized.

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7. **LIQUID BEVERAGE BASES AND BEVERAGE DISPENSERS.** Carbonated and non-carbonated liquid beverage bases and associated dispensing equipment are authorized for use in general messes. Authorized liquid beverages (syrup) are listed in the local Prime Vendor Catalog and will be obtained through normal sources of supply. Individual cans of carbonated beverages, as listed in local Prime Vendor Catalogs, are authorized for use only where carbonated beverage dispensers are not available, for example fantail cookouts, box lunches, picnics, flight meals, etc. Individual cans of carbonated beverages are not authorized for use on the serving line in general messes. Dispensing equipment is available from the SPV without charge if purchasing beverages from the SPV that requires dispensing.

8. **NON-FOOD ITEMS.** Items such as napkins, paper cups, bread baskets, returnable containers or cartons, charcoal, charcoal lighter fluid, ice, beverage containers, carbon dioxide (CO₂), computers and peripheral equipment, computer system supplies and software, etc, and beverage dispensing service equipment will be billed separately from food and drink items. Costs of these items are to be charged to the activity's operation and maintenance allotment. The subsistence appropriation will be charged for the value of non-returnable containers, cartons, or packaging in which food items are delivered and for which costs are included in the price of the delivered products.

9. **CONTAINER SIZES.** General messes will requisition food items packed in the largest container sizes consistent with their feeding requirements.

4102 SOURCES OF SUPPLY

1. **REGULAR SOURCES.** Authorized food items will be obtained from the nearest Prime Vendor contractor or other Naval Support Activity, combat logistic force ships or other afloat activities. These sources of supply are expected to stock a complete range and level of food items to support operations. Problems experienced in obtaining adequate support for food items, that is, frequent substitutions or not in stock (NIS) position, will be reported to SUP 51 via Type Commanders for appropriate resolution.

2. **OTHER SOURCES.** When authorized food items cannot be obtained through regularly established supply channels listed in subpara. 1 above, subsistence support may be required from the sources specified below. Usually food items will be requisitioned from these sources for an interim period only and in the absence of regular supply sources.

a. **Transfers From Other Military Services and United States Government Departments.** Food items may be procured by transfers from other military services or other United States government departments. Material will be taken up as a receipt from purchase.

b. **Transfers From Ship's Stores.** Only individual size serving items; that is, food items packaged in small containers providing one individual serving and authorized for special meals, may be procured and transferred from ship's stores to the general messes for use in preparing special meals. (These transactions must be recorded as receipts with charge.)

c. **Local Purchase.** Local purchases should be made only through the local support activity. SUP 51 and Type Commanders will be notified of problems in obtaining support from regular supply sources. Subject to such limitations as may be prescribed by the senior officer present, individual supply officers are authorized to obtain required supplies or services by purchase in the open market when all the following conditions exist:

(1) there is an immediate and urgent requirement for authorized supplies or services;

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(2) the supplies or services are not available at the local supply activity; and

(3) time is a factor and scheduled operations will not permit procurement through shore based purchasing activities.

All food products will be purchased only from approved sources of supply. The list of approved sources can be obtained from Veterinary Services/SUP 51.

d. Foreign Purchases. Meat, fish, poultry, and dairy to include eggs, and products of foreign origin will be purchased only in emergencies or when foreign sources are the regular supply sources. Purchases will be made from approved sources established by the Army Veterinary Services or the Navy Medical Service. Quantities procured are to be strictly limited to immediate requirements necessary to relieve the emergency. Purchases of other food items of foreign origin should also be strictly limited. Importing foreign grown fruits, vegetables, meat and dairy to include eggs, is prohibited. Therefore, when general messes afloat are purchasing these items, only such quantities are to be taken on board which will be completely consumed before arrival to ports in the United States, including Alaska and Hawaii. If any excessive quantities remain onboard they must be disposed of, further guidance is found in Chapter 6, paragraphs 6001 and 6002 of this publication. The senior medical department representative will be informed when foreign purchase is considered. When an emergency purchase of foreign meats must be made from a country infected with rinder-pest, foot and mouth disease, or Newcastle disease, the commanding officer will notify the U.S. Department of Agriculture (Plant Protection and Quarantine Programs) Inspector in charge at the port, on arrival in the United States so that safe guards may be taken. The commanding officer will strictly enforce the instructions of the agriculture inspector. All countries of the world except Australia, New Zealand, Republic of Ireland, Northern Ireland, Canada, and the United States are infected with one or more of the ruminant and swine diseases listed. Poultry carcass meat, which is free of Newcastle disease, is allowed entry only from Canada.

4103 PROCUREMENT FOR PRIVATE MESSES

1. GENERAL. Any of the food items listed in the Prime Vendor Catalog as authorized for Navy use, may be requisitioned for ultimate sale to private messes.

4104 PRESERVATION-PACKAGING AND PACKING FOR FOOD ITEMS

1. GENERAL POLICY. All food items will be given the degree of preservation-packaging and packing required to prevent deterioration and damage to the maximum extent practicable during shipment, handling, and storage.

2. LEVELS OF PROTECTION. The following levels of protection apply equally to preservation-packaging and packing of food items:

a. Type Pack (TP) 1 - These are shipping cases or bags (balers) which provide limited protection in handling, warehouse storage and stacking. TP1 does not provide sufficient protection from inclement weather. Fresh fruits and vegetables are available only in TP1 packing.

b. Type Pack (TP) 2 - These are shipping cases or bags (balers) which can withstand inclement weather, multiple handling and underway replenishment conditions experienced by ships. Selected TP2 semi-perishable food items authorized for Navy are ten pound bags of

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flour (general purpose and bread), granulated sugar and rice. They are listed with separate NSNs and are indicated as TP2 items on the quarterly NAVSUP Form 1059. The remaining semi-perishable items are listed under TP1 NSNs.

3. PLASTIC PACKAGING OF SUBSISTENCE

a. The Navy has established the Plastics Removal in Marine Environment (PRIME) Program to reduce the volume of plastic packaging materials aboard Navy ships in order to comply with Public Law 100-200, which bans the discharge of plastic into the oceans. See Chapter 3, Section G. for additional regulations and policy.

b. PLASTICS/NON-PLASTICS. During the procurement process, the most preferred product shall be procured based on, not only the cost, but the packaging process. The volume of waste generated from packaging materials must be considered when procuring subsistence items. Approximately, 75% of the shipboard trash is generated in the galley/mess deck areas. Criteria to use when procuring food is as follows:

(1) Purchase bulk size – an item is packaged in a large size compared to other alternative package options for this type of item.

(2) Consider concentrated products – an item is compressed which allows more efficient storage for shipboard and reduced packaging.

(3) Single material packaging – an item consists of a single material that will not require sorting for shipboard waste processing.

(4) Non-plastic packaging – an item does not employ plastic packaging which would increase demands on plastic waste processor and storing requirements.

(5) High density packaging – an item that is packaged in a rigid rectangular package or flexible container that allows more of the item to be stored in a given volume than alternative packaging.

(6) Refillable container – an item that is packaged in a container that can be refilled with the same material, i.e., cooking oil.

(7) Multiple use container – an item that is packaged in a container that can be used for other purposes once it's initial function is complete.

(8) Processed food item – an item where some degree of preparation has already been performed on the item eliminating the need for packaging on ingredients.

(9) Low waste item – an item (likely a protein item) has been trimmed of fat, bone or other inedible components

PART C: REQUISITIONING AND PROCUREMENT PROCEDURES

4200 REQUISITION AND PURCHASE ORDER DOCUMENTS USED FOR ACTIVITIES WHEN NOT ORDERING FROM SUBSISTENCE PRIME VENDOR

1. GENERAL. The form used for ordering food items depends on the nature of the items and the requirements of the issuing activity.
2. FORMS. The following forms may be used to order one or more line items per purchase order/requisition document:
 - a. Order for Supplies or Services/Request for Quotation (DD Form 1155) (Figure 4-1); and
 - b. Requisition and Invoice/Shipping Document (DD Form 1149) (Figure 4-2).

Instructions for preparing these forms are contained in paras. 4201 through 4202. Submarines and small craft will requisition food items from tenders, unless otherwise directed.

3. FILES. Files are required for maintaining a copy of each procurement document originated. An "Outstanding Requisition File" will be maintained for DD Form 1149 and rough requisitions (NAVSUP Form 1059). An "Outstanding Purchase Order File" will be maintained for DD Form 1155 purchase orders. These forms will be maintained in document number sequence within their individual file.

4201 REQUISITIONING FOOD ITEMS FROM NAVY SUPPLY ACTIVITIES

1. REQUISITIONING PROCEDURES (DD Form 1149)

- a. General. For automated activities FSM will generate the DD Form 1149. Follow the FSM Users Guide. The Requisition and Invoice/Shipping Document (DD Form 1149) (Figure 4-2) will be the primary form used for the manual requisitioning of food products.

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
1. From	UIC, name and hull number of the requisitioning ship
2. To	UIC and name of the activity to which the requisition is submitted
3. Ship to-Mark for	"Food Service Officer" followed by the name, hull number and location of the ship
4. Appropriation	The accounting data for the subsistence appropriation:
Appropriation	17_1453.2241
Object Class	000 except "534" applies for overseas purchases of subsistence from local sources
Bureau Control No	41118

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Sub-allot	0
Auth Acct	Act068732
Trans Type	2D
Prop Acct Act	00 followed by the four digit Julian date of the requisition
Country	Leave blank
Cost Code	12 digits consisting of 0, followed by the service designator and UIC of requesting activity followed by 73170 (afloat), 73110 (ashore in US), 73160 (ashore in Alaska, Hawaii and overseas) or 73150 (operational rations)
5. Requisition Date prepared	Calendar date of requisition
6. Requisition Number	Number consisting of service designator and UIC of requesting ship, Julian date of the requisition, requisition serial number consisting of 9 followed by the Food Item Code of the first item listed in the Federal Stock Number, Description block
7. Date Matl Req	Calendar date that delivery of material is required
8. Priority	See NAVSUP P-485, paras. 3045-3052 for information on determining the priority
9. Authority or Purpose	NAVSUP P-486, Vol I, para 4201-3.
10. Signature	Name, rank and signature of the requesting official
(a) Item No.	Consecutively number each item to be requisitioned beginning with number "1"
(b) Federal Stock Number	Short description of each item, NSN and Food Item Code, etc
(c) Unit of Issue	Two letter unit of issue
(d) Quantity Requested	Quantity of the item required
(e) Supply Action	Leave Blank
(h) Unit Price	Leave Blank
(i) Total Price	Leave Blank
b. Distribution.	After initial preparation, the DD Form 1149 will be distributed as follows:
(1)	Original - to the issuing activity
(2)	Copy - to the Incoming Material File

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(3) Copy - to the Outstanding Requisition File

(4) Remaining copies - to the issuing activity

4202 REQUISITIONING FOOD ITEMS FROM COMMERCIAL VENDORS OTHER THAN SUBSISTENCE PRIME VENDOR

1. GENERAL. Local purchases should only be considered if the SPV cannot provide the required level of service. The nearest supporting supply activity will be contacted for assistance in purchasing food items under indefinite delivery type contracts or from direct purchase on the open market. Overseas purchases should comply with the provisions in para. 4102(2) d. Supply activities will place all contracts and advise supported activities in the area, via contract bulletins, of pertinent contract information. Items available on indefinite type contracts are milk, bread, ice cream, pastries and some fresh produce. Guidance and information relative to authority and responsibility of contracting is contained in NAVSO P-3670 (Navy Acquisition Procedures Supplement).

2. DOCUMENT PREPARATION FOR DEFINITE DELIVERY CONTRACT. Unless local procedures direct the use of other forms, the document used for placing orders under definite delivery contract from the open market is the Order for Supplies or Services (DD Form 1155) which is prepared when an order is placed. Figure 4-1 provides an illustration. A properly prepared DD Form 1155 with explanatory notes is as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
1. Contract/Purchase Order Number	Appropriate contract number as assigned by field purchasing/contracting activities. Leave blank when procuring under open market procurement.
2. Deliver Order Number	Leave blank, except when the delivery order number is provided on the contract bulletin.
3. Date of Order	Calendar date the DD Form 1155 is prepared.
4. Requisition/ Purchase Request No.	The requisition number is made up of the following: R - Pacific Fleet operating units V - Atlantic Fleet operating units N - Activities other than operating units Unit Identification Code of requester Date: Julian date of the requisition Serial: 9 followed by the Food Item Code of the first item listed in block 19
5. Certified for	Leave blank
6. Issued by	UIC, name, hull number and FPO address of the ship
7. Administered by	Leave blank

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8. Delivery F.O.B. FREE ON BOARD (F.O.B.) Destination will be specified for all subsistence items. Place an "X" in "DEST" block. Transportation costs cannot be charged to the MPN appropriation subsistence subhead. If valid transportation costs are incurred, the total cost must be charged to the activity's O&MN (OPTAR) appropriation.
9. Contractor/Quoter Full business name, address of the vendor, and number of the vendor
10. Deliver to F.O.B. point by Required delivery date (RDD) which will be a definite calendar date (not ASAP) by which delivery is required.
11. Check if small business Leave blank
12. Discount Terms Purchase orders will include all trade discounts. (i.e., 2% 10 days NET 30). All offered prompt payment discounts will be included on the purchase order.
13. Mail invoices to "See Block 6". If Fast Pay Procedures apply enter "See Block 15".
14. Ship to Name and hull number of the ship/station and the pier side delivery address.
15. Payment will be made by UIC and complete mailing address of the paying activity as follows:
Service Designator "R" Ships
N68688
Defense Finance and Accounting Service
OPLOC
San Diego 4181 Ruffin Road
Attn: Code: AO
San Diego, CA 92132-5111
Service Designator "V" Ships
N60951
Defense Finance and Accounting Service
OPLOC Norfolk
9712 Virginia Avenue - Attn: Code: FP
Norfolk, VA 23511-3297
Other General Messes
(Enter the address of the local bill paying activity)
16. Type of Order Enter "X" in the "delivery" block for orders under contract. Enter "X" in the "purchase" block for open market procurement.

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17. Accounting Data	Accounting data for the subsistence appropriation is as follows:
Item No	All
Appropriation	17_1453.2241
Object Class	000 except "534" applies for overseas purchases of subsistence from local sources
Bureau Control No	41118
Sub-allot	0
Auth Acct Act	068732
Trans Type	2D
Prop Acct Act	00 followed by the four digit Julian date of the requisition
Country	Leave blank
Cost Code	12 digits consisting of 0, followed by the service designator and UIC of requesting activity followed by 73170 (afloat), 73110 (ashore in US), 73160 (ashore in Alaska, Hawaii and overseas) or 73150 (operational rations) Amount Total dollar value of order.
18. Item No	Consecutively number each item beginning with number "1".
19. Schedule Supplies/ Services	<p>a. Enter nomenclature and food item code. Supplies to be purchased will be fully identified and referenced to the applicable federal or military specifications as appropriate. The specifications cited in the item description of the FSC Group 89 catalog must be used in open market procurement. Do not use brand names.</p> <p>b. Under Fast Pay procedures the following entries will also be made: enter either of the following delivery terms: "PARTIAL DELIVERIES ACCEPTABLE" or "PARTIAL DELIVERY NOT ACCEPTABLE". Also enter the following statement: "FAST PAY PROCEDURES APPLY. THE SIGNED ORIGINAL OF THIS ORDER MUST ACCOMPANY THE INVOICE AT TIME OF SUBMISSION TO DFAS FOR PAYMENT".</p>
20. Quantity Ordered/	Purchase orders will indicate a definite quantity of the supplies or services requested.
21. Unit	Unit of issue of the item ordered.
22. Unit Price	Unit price of the item price from the Contract Bulletin.
23. Amount	Leave blank.

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24. By: (Ordering/
Contracting Officer) Name, rank and signature of the officer signing the DD Form 1155. The DD Form 1155 will be signed before the interleaf carbons are removed and copies are distributed.
25. Total Leave blank.
3. DOCUMENT PREPARATION FOR INDEFINITE DELIVERY CONTRACT. Document preparation for an indefinite delivery contract is as follows (Figure 4-3):
1. Contract/Purchase Order Number Appropriate contract number as assigned by field purchasing/contracting activities. Leave blank when procuring under open market procurement.
 2. Deliver Order Number Leave blank, except when the delivery order number is provided on the contract bulletin.
 3. Date of Order Calendar date the DD Form 1155 is prepared.
 4. Requisition/ Purchase Request No. The requisition number is made up of the following:
 - . R - Pacific Fleet operating units
 - V - Atlantic Fleet operating units
 - N - Activities other than operating units
 - Unit Identification Code of requester
 - Date: Julian date of the requisition
 - Serial: 9 followed by the Food Item
 - Code of the first item listed in block 19
 5. Certified for Leave blank
 6. Issued by of the ship UIC, name, hull number and FPO address
 7. Administered by Leave blank
 8. Delivery F.O.B. FREE ON BOARD (F.O.B.) Destination will be specified for all subsistence items. Place an "X" in "DEST" block. Transportation costs cannot be charged to the MPN appropriation subsistence subhead. If valid transportation costs are incurred, the total cost must be charged to the activity's O&MN (OPTAR) appropriation.
 9. Contractor/Quoter Full business name, address of the vendor, and number of the vendor

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10. Deliver to F.O.B. point by Last day of the month for the indefinite delivery
11. Check if small business Leave blank
12. Discount Terms Purchase orders will include all trade discounts. (i.e., 2% 10 days NET 30). All offered prompt payment discounts will be included on the purchase order.
13. Mail invoices to "See Block 6". If Fast Pay Procedures apply enter "See Block 15".
14. Ship to Name and hull number of the ship/station and the pier side delivery address.
15. Payment will be made by UIC and complete mailing address of the paying activity as follows:
- Service Designator "R" Ships
- N68688
Defense Finance and Accounting Service
OPLOC San Diego
4181 Ruffin Road
Attn: Code: AO
San Diego, CA 92132-5111
- Service Designator "V" Ships
- N60951
Defense Finance and Accounting Service
OPLOC Norfolk
9712 Virginia Avenue - Attn: Code: FP
Norfolk, VA 23511-3297
- Other General Messes
- (Enter the address of the local bill paying activity)
16. Type of Order Enter "X" in the "delivery" block for orders under contract. Enter "X" in the "purchase" block for open market procurement.
17. Accounting Data Accounting data for the subsistence appropriation is as follows:
- Item No All
- Appropriation 17_1453.2241

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Object Class	000 except "534" applies for overseas purchases of subsistence from local sources
Bureau Control No	41118
Sub-allot	0
Auth Acct Act	068732
Trans Type	2D
Prop Acct Act	00 followed by the four digit Julian date of the requisition
Country	Leave blank
Cost Code	12 digits consisting of 0, followed by the service designator and UIC of requesting activity followed by 73170 (afloat), 73110 (ashore in US), 73160 (ashore in Alaska, Hawaii and overseas) or 73150 (operational rations)
Amount	Leave Blank
18. Item No	Consecutively number each item beginning with number "1".
19. Schedule Supplies/ Services	<p>a. Enter nomenclature and food item code. Supplies to be purchased will be fully identified and referenced to the applicable federal or military specifications as appropriate. The specifications cited in the item description of the FSC Group 89 catalog must be used in open market procurement. Do not use brand names.</p> <p>b. Under Fast Pay procedures the following entries will also be made: enter either of the following delivery terms: "PARTIAL DELIVERIES ACCEPTABLE" or "PARTIAL DELIVERY NOT ACCEPTABLE". Also enter the following statement: "FAST PAY PROCEDURES APPLY. THE SIGNED ORIGINAL OF THIS ORDER MUST ACCOMPANY THE INVOICE AT TIME OF SUBMISSION TO DFAS FOR PAYMENT".</p>
20. Quantity Ordered/ Accepted	Purchase orders will indicate an estimated quantity of supplies or services required for the month. (Recommend over estimate quantity needed by 15%.) If receipts exceed monthly estimate, a Standard F0rm 30 will have to be prepared for the quantity received in excess of the estimated quantity.

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- | | |
|---|--|
| 21. Unit | Unit of issue of the item ordered. |
| 22. Unit Price | Unit price of the item price from the Contract Bulletin. |
| 23. Amount | Leave blank. |
| 24. By: (Ordering/ Contracting Officer) | Name, rank and signature of the officer signing the DD Form 1155. The DD Form 1155 will be signed before the interleaved carbons are removed and copies are distributed. |
| 25. Total | Leave blank. |

4. DISTRIBUTION. After initial preparation of the definite delivery or indefinite delivery purchase order, the DD Form 1155 will be distributed as follows:

- a. Regular Pay Procedures
 - (1) Original - to vendor
 - (2) Copy - to Incoming Material File
 - (3) All remaining copies - to Outstanding Purchase
 - (4) Order File
- b. Fast Pay Procedures
 - (1) Original - to vendor
 - (2) Copy - to vendor
 - (3) Copy - to vendor
 - (4) Copy - to Incoming Material File
 - (5) All remaining copies - to Outstanding Purchase Order File
- c. Fleet Fast Pay Procedures
 - (1) Original - to vendor
 - (2) Copy - to vendor
 - (3) Copy - to vendor
 - (4) Copy - DFAS
 - (5) Copy - to Incoming Material Field
 - (6) All remaining copies - to Outstanding Purchase Order File

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ORDER FOR SUPPLIES OR SERVICES/REQUEST FOR QUOTATION (DD FORM 1155) DEFINITE DELIVERY CONTRACT PURCHASE ORDER

ORDER FOR SUPPLIES OR SERVICES				Form Approved OMB No. 0704-0187 Expires Jul 31, 1989		Page 1 of 1	
1. CONTRACT/PURCH ORDER NO. SPO300-98-D-V137		2. DELIVERY ORDER NO.		3. DATE OF ORDER 06/29/98		4. REQUISITION/PURCH REQUEST NO. V21111-1809s24	
6. ISSUED BY USS DUARTE (DDG) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882-1888		CODE V21111		7. ADMINISTERED BY (if other than 6) CODE		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR NAME AND ADDRESS MARVA MAID DAIRY 5500 CHESTNUT AVE. NEWPORT NEWS, VA. 757-245-3857 23605		FACILITY CODE		10. DELIVER TO FOB POINT BY (Date) 06/29/98		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
14. SHIP TO USS DUARTE (DDG) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882-1888		PAYMENT WILL BE MADE BY DEFENSE FINANCE AND ACCOUNTING SERVICE PLOC NORFOLK 712 VIRGINIA AVENUE - ATTN: CODE FP NORFOLK, VA 23511-3297		CODE 60591		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR NUMBER	
16. O T R DELIVERY X Y O D P F E PURCHASE E R		Last digit of current fiscal year must be the same		Indicate any discount terms offered by the supplier for prompt payment		and ed herein. MAY ES TO	
NAME OF CONTRACTOR		SIGNATURE		TYPE		DATE SIGNED	
[] If this box is marked, supplier must sign Acceptance and return the following number of copies:		ACCOUNTING AND APPROPRIATION DATA		PROPERTY		COUN-TRY	
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB- ALLOT	AUTH'N ACCT'G ACT'Y	TRANS TYPE	PROPERTY ACT'G ACT'Y
ALL	17-453.2241	000	41118	0	068732	2D	00-180
20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT		22. UNIT PRICE		23. AMOUNT		
0001	CHOC 40Z ICE CREAM, S24		Partial delivery not acceptable.		12	EA	3.3432
0002	CHEESE, COTTAGE, U46		Fast pay procedures apply.		50	LB	1.2000
0003	VAN 40Z CUPS 24 BOX, X91		this order must accompany the invoice at the time of submission to DFAS for payment		24	BX	3.3432
*If quantity accepted by the Government is same as quantity ordered, indicate by x. If different, enter actual quantity ordered and encircled.		24. UNITED STATES OF AMERICA W. B. ELLIS BY: LTJG		25. TOTAL		29. DIFFERENCES	
26. QUANTITY IN COLUMN 20 HAS BEEN [] INSPECTED [] RECEIVED [] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		27. SHIP. NO.		28. D. O. VOUCHER NO.		30. INITIALS	
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		[] PARTIAL [] FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.		31. PAYMENT [] COMPLETE [] PARTIAL [] FINAL		34. CHECK NUMBER		35. BILL OF LADING NO.	
DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER		37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED	
40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.			

DD Form 1155, JUL 87 Previous editions are obsolete S/N 0102-LF-001-1553 CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 4-1

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REQUISITION AND INVOICE SHIPPING DOCUMENT (DD FORM 1149) REQUISITION TO A SUPPLY ACTIVITY

SHIPPING CONTAINER TALLY -----> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																																																																					
REQUISITION AND INVOICE/SHIPPING DOCUMENT																				SHEET NO. 1					NO. OF SHEETS 1					15. REQUISITION DATE 06/29/98										16. REQUISITION NUMBER V21111 1809618																													
1. FROM USS DUARTE (DDG) COMMANDING OFFICER 28882-1888																				7. DATE MATERIAL REQUIRED 06/29/98										8. PRIORITY																																							
2. TO FISC NORFOLK, VA NAVAL STATION NORFOLK, VA 23521																				9. AUTHORITY OR PURPOSE NAVSUP P-486, VOL 1, PARA 4201										11a. VOUCHER NUMBER AND DATE																																							
3. SHIP TO - MARK FOR USS DUARTE (DDG 90) FOOD SERVICE OFFICER USS DUARTE (DDG 90) 28882-1888																				10. SIGNATURE W. B. ELLIS, LTJG										14. BILL OF LADING NUMBER																																							
4. APPROPRIATION AND SUBHEAD 17 1453 2241																				OBJ. CL. 000					BUR. CONT. NO. 41118					SUBAL-LOT 0					AUTHORIZATION ACCT'G ACTIVITY 068732					TRANS TYPE 2D					PROPERTY ACCT'G ACTIVITY 00-180					COUNTRY CODE US					COST CODE 0V2111173170					AMOUNT									
ITEM NO. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES																				UNIT OF ISSUE (c)					QUANTITY REQUIRED (d)					SUPPLY ACTION (e)					TYPE CON-TAINER (f)					CON-TAINER NOS. (g)					UNIT PRICE (h)					TOTAL COST (i)																			
(a) 0001 S18, ICE CREAM, BULK (b)																				GL					18																																												
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO																				17. SPECIAL HANDLING																																																	
18. ISSUED BY																				TOTAL CONTAINER					TYPE CON-TAINER					DESCRIPTION										TOTAL WEIGHT					TOTAL CUBE					19. CONTAINERS RECEIVED EXCEPT AS NOTED					DATE					BY					SHEET TOTAL				
CHECKED BY																																																		RECEIVED					DATE					BY					GRAND TOTAL				
PACKED BY																																																		POSTED					DATE					BY					20. RECEIVER'S VOUCHER NO.				
<----- TOTAL ----->																																																																					

DD FORM 1149 (9 - PT)
1 MAR 59

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1801

Figure 4-2

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ORDER FOR SUPPLIES OR SERVICES/REQUEST FOR QUOTATION
(DD FORM 1155)
INDEFINITE DELIVERY CONTRACT PURCHASE ORDER

ORDER FOR SUPPLIES OR SERVICES				Form Approved OMB No. 0704-0187 Expires Jul 31, 1989		Page 1 of 1	
1. CONTRACT/PURCH ORDER NO. SPO300-98-D-V137		2. DELIVERY ORDER NO.		3. DATE OF ORDER 06/01/98		4. REQUISITION/PURCH REQUEST NO. V21111-1529093	
6. ISSUED BY USS DUARTE (DDG) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882-1888		CODE V21111		7. ADMINISTERED BY (if other than 6) CODE		8. DELIVERY FOB [X] DEST [] OTHER (See Schedule if other)	
9. CONTRACTOR NAME AND ADDRESS MARVA MAID DAIRY 5500 CHESTNUT AVE. NEWPORT NEWS, VA. * 757-245-3857 23605		10. DELIVER TO FOB POINT BY (Date) 06/30/98		11. MARK IF BUSINESS IS [] SMALL [] SMALL DISADVANTAGED [] WOMEN-OWNED		12. DISCOUNT TERMS NET NONE	
14. SHIP TO USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		DEFENSE FINANCE AND ACCOUNTING SERVICE OPLOC NORFOLK 9712 VIRGINIA AVENUE - ATTN: CODE:FP NORFOLK, VA 23511-3297		13. MAIL INVOICES TO SEE BLOCK 15		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER	
16. O T Y O D P F E R		DELIVERY [X] PURCHASE []		This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your _____ furnish the following on terms specified herein. ACCEPTANCE THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY BE, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO			
NAME OF CONTRACT [] If this box is marked		NAME OF CONTRACT		TYPED NAME AND TITLE		DATE SIGNED	
17. NAME OF CONTRACT		17. NAME OF CONTRACT		17. NAME OF CONTRACT		17. NAME OF CONTRACT	
ITEM NO.		APPROPRIATE SYMBOL AND SUBHEAD		OBJECT CLASS		BUREAU CONT. NO.	
ALL		17-1453.2241		000		41118	
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES		20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	
0001		FLAVORED MILK, CHOCOLATE, U82		60		GL	
0002		MILK, LOWFAT, 1%, U93		120		GL	
22. UNIT PRICE		23. AMOUNT		24. AMOUNT		25. TOTAL	
2.2400		2.2200		2.2400		2.2200	
26. QUANTITY IN COLUMN 20 HAS BEEN [] INSPECTED [] RECEIVED [] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		27. SHIP. NO.		28. D. O. VOUCHER		29. TOTAL	
DATE		SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		30. PAID BY		31. CHECK NUMBER	
32. I certify this account is correct and proper for payment.		33. DATE RECEIVED		34. TOTAL CONTAINERS		35. S/R ACCOUNT NUMBER	
DATE		SIGNATURE AND TITLE OF CERTIFYING OFFICER		36. BILL OF LADING NO.		37. S/R VOUCHER NO.	
38. RECEIVED AT		39. RECEIVED BY		40. S/R ACCOUNT NUMBER		41. S/R VOUCHER NO.	
DD Form 1155, JUL 87		Previous editions are obsolete S/N 0102-LF-001-1553		CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE			

Figure 4-3

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CHAPTER 5

RECEIPT, INSPECTION AND STOWAGE

Part A: RECEIPT

General	5000
Anticipation of Receipts	5001
Receipt Documents Used	5002

Part B: RECEIPT AND INSPECTION PROCEDURES FOR SUBSISTENCE PRIME VENDOR

Background	5100
Quality Inspection.....	5101
Delivery	5102
Receipt and Inspection of Food Items Received from Subsistence Prime Vendor	5103
Authorized Returns	5104
Rejection and Re-Delivery of Discrepant Items at Delivery	5105
Receipt Document Processing	5106
Discrepancies Detected After Receipt - Latent or Hidden Defects	5107
Reporting of Discrepancy in Shipment.....	5108

Part C: RECEIPT AND INSPECTION PROCEDURES FOR OTHER THAN PRIME VENDOR DELIVERIES

Inspection of Food Items Received from DLA, Naval and Other Government Sources ...	5200
Inspection of Food Items Received from Commercial Sources	5201
Inspection by the Medical Department	5202
Receipt on Board	5203
Receipt by the Receipt Inspector	5204
Unsatisfactory Subsistence Items	5205
Receipt by the Bulk Storeroom Custodian	5206
Shortages in Shipment.....	5207
Overages in Shipment.....	5208

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Part D: UNSATISFACTORY SUBSISTENCE ITEMS

Nonhazardous Food Items	5300
Hazardous Food Items	5301
ALFOODACTS	5302
Food Alert Messages	5303

Part E: POSTING AND PROCESSING RECEIPT DOCUMENTS

Pricing and Price Adjustments	5400
Erroneous Invoices	5401
Posting the Subsistence Ledger (NAVSUP Form 335)	5402
Posting the Record of Receipts and Expenditures (NAVSUP Form 367).....	5403

Part F: DISTRIBUTION OF RECEIPT DOCUMENTS

Distribution of Receipt Documents from DLA and Naval Activities.....	5500
Distribution of Receipt Documents from Commercial Sources.....	5501

Part G: PROCESSING DEALER'S BILLS FOR PAYMENT

Prompt Payment Act	5600
Payment of Dealer's Bills In CONUS.....	5601
Payment of Dealer's Bills Out CONUS.....	5602
Precautions Against Duplicate Payments	5603
Discounts on Dealer's Bills.....	5604

Part H: STOWAGE

Stowage	5700
Air Circulation	5701
Storage Life of Frozen Perishable Food Items.....	5702
Freezing Point, Storage Temperature and Storage Life of Chilled Perishable Food Items	5703
Storage of Semi-Perishable Food Items	5704

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**Part I: HANDLING OF FRUITS, VEGETABLES, MEATS, ANIMAL PRODUCTS AND
GARBAGE ABOARD NAVY SHIPS AND AIRCRAFT RETURNING FROM FOREIGN
OR OFFSHORE UNITED STATES PORTS**

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CHAPTER 5

RECEIPT, INSPECTION AND STOWAGE

PART A: RECEIPT

5000 GENERAL

Subsistence items received aboard a ship or shore activity are accompanied by a variety of receipt papers depending upon the method of request and the issuing activity. Certain certifications are common to all receipt documents. Receiving personnel must:

- a. date the document upon receipt,
- b. circle the quantity accepted,
- c. sign the document to indicate receipt,
- d. inspect commercial source receipts for condition and request medical department or Veterinary Service inspection for products of questionable quality, and
- e. stamp non-Prime Vendor commercial source receipt documents by medical representative as fit for human consumption.

5001 ANTICIPATION OF RECEIPTS

1. GENERAL. Receipt of subsistence items can be anticipated by shipment notices, delivery dates requested on requisitions, or by other indications that deliveries will be made on specified dates. When deliveries of food items are expected, the Food Service Officer/receipt inspectors will be notified so that inspections for quality and quantity may be coordinated with medical department/veterinary representatives. Adequate storage space will be made available and working parties will be obtained.

2. RECEIVING CONTROL. Receiving subsistence items involves many separate steps. The general term "receipt" includes: planning, preparation, inspection, storage, processing receipts, posting records, and paying dealers' bills. Proper receipt of food items is important in establishing and maintaining control of the food service operation. The Food Service Officer will ensure proper receipt control procedures are followed when ordering, and storing.

3. WORKING PARTY ASSIGNMENTS. A ship's instruction will exist indicating the number of personnel each department must supply for the various working parties (i.e., 5-person, 10-person, etc.). A few days before, including the day of delivery, publish in the plan of the day the working party requirements for that day's delivery. Request a list from each department of the personnel they have assigned to the working party. Use this as a muster list when the working party is called away. When there is a working party consisting of personnel from other departments, use supply personnel as checkers, spotters, and supervisors to the greatest extent possible.

4. STOREROOMS. Ensure the bulk storeroom custodian is aware that stores are going to be delivered and the storeroom is ready. Subsistence items will be arranged so that the oldest

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stock will be issued out first, (first in - first out), according to date of pack and condition of product.

5. **RECORDS.** It is advisable, whenever possible, to bring stock records in agreement with the actual stock on hand prior to receipt of new food items. Stock records will be posted and kept up to date to provide the control needed in resolving any differences occurring during the receipt process.

6. **INCOMING MATERIAL FILE.** This file contains copies of all outstanding requisition and purchase documents for use by the bulk storeroom custodian who will physically receive the food items being ordered.

5002 RECEIPT DOCUMENTS USED

1. RECEIPTS FROM PRIME VENDOR

- a. Receipt Document. Vendor's Delivery Invoice

2. **RECEIPTS FROM COMMERCIAL VENDORS.** Receipt documents used for purchases from commercial vendors will be one of the following:

- a. Order for Supplies or Services/Request for Quotations (DD Form 1155), or
- b. Vendor delivery invoices.

3. RECEIPTS FROM MILITARY ACTIVITIES

a. **Types of Receipts.** Receipts from DLA and Naval Supply activities include receipts from the following:

- (1) DLA Supply activities,
- (2) Naval Supply activities,
- (3) Combat Logistic Force (CLF) ships, and
- (4) Other Military Services.

b. **Receipt Documents.** Receipt documents from Military activities will be one of the following:

- (1) DoD Single Line Item Release/Receipt Document (DD Form 1348-1),
- (2) Requisition and Invoice/Shipping Documents (DD Form 1149), or
- (3) as required by the issuing activity.

4. **RECEIPTS FROM OTHER END USERS.** The receipt document used for requisitions from other end users will be the Requisition and Invoice/Shipping Document (DD Form 1149).

PART B: RECEIPT AND INSPECTION PROCEDURES FOR SUBSISTENCE PRIME VENDOR

5100 BACKGROUND

1. DEFENSE SUPPLY CENTER, PHILADELPHIA (DSCP) GUIDANCE. The DSCP Prime Vendor Guide provides specific guidance on quality assurance during receiving. The contract quality assurance responsibility is assigned to DSCP-HFVN, Subsistence Prime Vendor Branch, Directorate of Subsistence.

Day to day quality assurance is the responsibility of the ordering activity. At many ordering activities the receiving official is the government's first line quality assurance representative and the final authority for accepting or rejecting products. Products where health factors, such as suspected unwholesomeness are concerned, will not be accepted without the concurrence of the responsible military medical authority.

Where Military Medical activities are supporting the ordering activities receipt inspection of multiple-line commercial products, medical receipt inspection should focus primarily on examination for wholesomeness and sanitary approved sources, consistent with the direction of the responsible military medical authority.

When destination inspection at time of delivery is unreasonably difficult or will unduly delay delivery conveyances, a system for spot-checking may be employed, consistent with the direction of the responsible medical authority. Delivery conveyances will not be unduly delayed for the purpose of performing a receipt inspection.

2. FOOD SERVICE OFFICER RESPONSIBILITIES - GENERAL. The Food Service Officer is responsible for establishing systems and procedures that ensure products received from the Subsistence Prime Vendor conform to contract specifications and are properly inspected for quality and quantity upon receipt.

3. MILITARY MEDICAL VETERINARY INSPECTION RESPONSIBILITIES. The U.S. Army Veterinary Service is responsible for the Food Safety and Product Compliance Evaluations. US Army Veterinary Service will develop an installation support plan to ensure that the Subsistence Prime Vendor maintains a high level of performance. Routine inspections will be conducted to verify that the products received meet prescribed performance standards during storage, preparation, serving, and are of a satisfactory quality level. The inspections will ensure that no economic fraud, product misrepresentation, or unauthorized product substitution is occurring. The Army Vets will periodically inspect deliveries on the pier and will be permitted to come onboard ships to inspect the quality of food items received from the Subsistence Prime Vendor. The Food Service Officer or his/her representative can request U.S. Army veterinary service or the medical representative to assist with any determination that delivered food is deteriorated, contaminated or infested.

4. SUBSISTENCE PRIME VENDOR RESPONSIBILITY FOR QUALITY. Subsistence items received from commercial vendors will originate from an approved source. All food items will be of US origin. No meat or meat food products delivered within the United States will be accepted unless each article bears on it, or on the original package, the stamp or label of the Department of Agriculture that the meat or meat products have been "U.S. Inspected and Passed". A United States Department of Commerce Certified Shellfish Shipper's Certificate must accompany all unshucked shellfish shipments. This tag must be attached to the

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container. This tag is required to remain attached until the container is empty, and thereafter kept on file for 90 days. Fresh crustaceans (lobster and crab) must be alive to be accepted.

5101 QUALITY INSPECTION

1. **FOOD SERVICE OFFICERS.** Food Service Officers will inspect all subsistence items to determine the exact quantity received, that all products are received in excellent condition, and will sign the necessary papers in black ink to acknowledge receipt. In the absence of the Food Service Officer, the authorized receipt inspector may receive and inspect food items. Although not recommended, at the TYCOM's discretion the Bulk Storage Custodian may be authorized to be the receipt inspector. Food Service Officers will contact the US Army Veterinary Service for advice on any suspected wholesomeness issues. Veterinary assistance will be requested, in advance, for all load outs/deployments.

2. **U.S. ARMY VETERINARIAN.** Deliveries made by the Prime Vendor are subject to random inspection by the Army Vets. In the absence of the Army Vets, the Food Service Officer must request assistance from the Medical Department Representative (MDR) to determine if delivered food is deteriorated, contaminated or infested. (The MDR is still required to perform fitness-for-human consumption inspections on local purchase food items not inspected by Army veterinary personnel). Under STORES the Army veterinary food inspection will be as follows:

- a. Random inspection on deliveries will be conducted on the pier or ashore facility as they are received.
- b. Routine customer service visits will be scheduled to evaluate products received and the vendors performance.
- c. Special product compliance evaluations will be performed to ensure that the items meet all the requirements in the purchase documents under which they were procured.
- d. On-call assistance will be provided if a problem is noted during or after a delivery with a particular food product.
- e. Under this program, the veterinary food inspector's stamp is not required for the vendor to receive payment.
- f. The dollar amount for any Army Vets sampling will be posted as a Survey. (Check the applicable section of this publication for the dollar value limitations in using the NAVSUP 1334, Loss without Survey, or the DD Form 200, Report of Survey).

5102 DELIVERY

1. **GENERAL.** All items will be delivered at designated areas, free of damage, with all packaging and packing intact. Food products will be covered for protection from inclement weather as necessary. The Subsistence Prime Vendor shall remove all excess pallets from the delivery point by prior arrangement between the SPV and the ordering activity. Deliveries may be decreased or increased dependent on mission requirements and upon agreement between the Food Service Officer and the Subsistence Prime Vendor and/or the FISC and DSCP.

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2. **DELIVERY SCHEDULES.** Delivery schedules will be coordinated prior to arrival to ensure availability of equipment and /or personnel. Subsistence Prime Vendor contractors are aware that projected feeding strengths at each naval location are subject to fluctuations based on a variety of factors, i.e. seasonal increases/decreases in personnel, surges in personnel during crisis situations or deployments/homecomings. The Prime Vendor Customer Service Representative will maintain open communications with the FISC, TYCOMS, and Food Service Officers to be aware of these fluctuations and provide the increased quantity and frequency of deliveries needed during these critical times.

If the Subsistence Prime Vendor does not make a delivery within the specified delivery window to any facility, he may be liable as specified in the contract except if:

- a. The Prime Vendor attempts delivery and is refused entry to the base or pier.
- b. The facility or FISC, acting as agent for the ship, cancels or refuses delivery.
- c. The vehicle is delayed, through no fault of the Subsistence Prime Vendor, at a prior delivery site resulting in delays to subsequent deliveries.

The Prime Vendor shall not be liable for any excess cost if the failure to conform to contractual schedules arises out of causes beyond the control and without the fault or negligence of the contractor.

3. **DELIVERY VEHICLES.** The Subsistence Prime Vendor will provide clean, closed delivery vehicles that are equipped with lift gates. Delivery vehicles will be capable of maintaining products at appropriate temperatures. The Food Service Officer or authorized receipt inspector will inspect delivery vehicles for sanitation at destination. Vehicles that are not sanitary or which are not equipped to maintain prescribed temperatures may be rejected without further inspection.

5103 RECEIPT AND INSPECTION OF FOOD ITEMS RECEIVED FROM SUBSISTENCE PRIME VENDOR

1. **INSPECTION OF SUBSISTENCE.** The Food Service Officer is responsible for the receipt, identification and inspection of all incoming subsistence items. All food items will be inspected at destination for conformance to all terms and conditions quoted or referred to in the contract. These terms will include, but are not limited to, count, condition, and identity. Under ordinary circumstances, deviations from the terms and conditions of the contract are not permitted. However, deviations may be allowed when approved prior to delivery by the Food Service Officer. Substitutions for ordered items are not permitted. When orders call for specific grade, type, or quality of food products, only the specified items will be accepted upon delivery. Food items will not be accepted if deviations or substitutions have been made, even if offered at reduced prices, unless approved by the Food Service Officer. The Food Service Officer or his designated receipt inspector will be thoroughly familiar with the requirements set forth in the Subsistence Prime Vendor contract and solicitation. The Food Service Officer or designated representative will inspect supplies as promptly as is practicable after delivery. Failure to promptly inspect or accept supplies does not relieve the contractor from responsibility, or impose liability on any one of the ordering facilities, for non-conforming supplies.

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2. **IDENTITY INSPECTION AT RECEIPT.** Food items will be inspected to ensure that the product is the item, type, style, and grade as ordered. Receipt inspectors will be familiar with contractual labeling requirements and thoroughly trained to determine shelf-life requirements and shelf-life remaining at receipt. All products will have an "open coded" Date of Pack (DOP) and an open coded "Use by Date", "Best If Used By Date", "Sell By Date" or similar marking indicating the end of the guaranteed freshness date. The Subsistence Prime Vendor will deliver the freshest food possible, but as a minimum, will have 12 months of expected original manufacturer's shelf life remaining for items having a shelf life of 16 months or greater. Nine months remaining shelf life are required for items with a shelf life of 12 to 16 months. And for short shelf life subsistence items having less than 12 months of normal shelf life, at least 75% of the manufacturer's original shelf life is required.

3. **QUANTITY/COUNT INSPECTION UPON RECEIPT.** Food items will be inspected to ensure proper quantity (quantity on receipt document matches quantity actually received). Each item must be checked to verify that the correct number of items are received, based on the unit of issue (bags, cans, lbs., etc.). Net weights marked on standard packages will be accepted. The count on the outside of containers will be confirmed by randomly selecting at least one case of each line item and ensuring that counts indicated on the outside of a container match the actual contents. The counts indicated on the container must be checked on any container that has been opened.

4. **QUALITY/CONDITION INSPECTION UPON RECEIPT.** Food items will be inspected to verify their acceptability and wholesomeness. This inspection must include, but not be limited to, temperature (for chill and frozen), age (date of pack). The products will be inspected to verify they are in the condition required by the contract; i.e. fresh, not wilted, in the case of vegetables, not off-condition in the case of meats. Packaging and Packing must be adequate to protect the product during storage and meet contractual requirements for general messes afloat. Samples should be selected from the rear, middle and front of the delivery van. Representative samples of each type of product should be included in the sampling for inspection. The contractor is responsible for proper product storage, segregation, and delivery of product in excellent condition. The following will apply:

a. Frozen food items will be delivered with internal temperatures not exceeding 0 degrees Fahrenheit. Evidence of thawing and refreezing shall be cause for rejection of an item.

b. Case weight of frozen meat items should be at least 40 pounds and not over 60 pounds in weight with a 1/2-inch head space (air gap).

c. Items requiring "Protection from Heat" shall be delivered at a temperature below 70 degrees Fahrenheit or less.

d. Items requiring "Chilled" conditions will be delivered with internal temperatures between 32 to 40 degrees Fahrenheit.

e. The recommended internal temperature for ice cream is -10 degrees Fahrenheit. The temperature will not exceed 0 degrees Fahrenheit.

f. Containers and wrapping must be intact and not damaged. Packages will be free of dripping and show no evidence indicating that the contents have been mishandled.

5. **MEDICAL DEPARTMENT CERTIFICATION.** A medical department certification is not required for deliveries made to a Navy or Marine Corps food establishment by a Subsistence

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Prime Vendor or a subcontractor under a Prime Vendor Contract. If there is any doubt as to fitness of any item, the product will not be accepted. It will be referred to local Army Veterinarian or Environmental Preventive Medicine Unit (EPMU) for resolution. Disposition instructions come from DSCP. Deliveries made by the Subsistence Prime Vendor are subject to random inspections by the Army Veterinary Service. Under the Subsistence Prime Vendor program, the veterinary food inspector's stamp is not required for the vendor to receive payment.

6. **ACCEPTANCE OF FOOD ITEMS.** The information gained in the course of receipt inspections is necessary to make the proper decision for initial acceptance of food items delivered under Subsistence Prime Vendor. The Food Service Officer or designated representative is the final authority on decisions to accept or reject deliveries, except in cases of suspected unwholesomeness and unapproved sources. Food found to be deteriorated, contaminated or infested at the time of delivery will be rejected and returned to the Subsistence Prime Vendor. Any item that has been mishandled, has incorrect internal temperatures at delivery, shows evidence of being thawed and refrozen, has freezer burn, is dehydrated, etc. will not be accepted. Food Service Officers will contact the Army Veterinary Service for disposition advice on all questions of fitness for human consumption or wholesomeness. In the absence of the Army Veterinary Service, the Food Service Officer must contact a medical department representative. Any food item received in less than excellent condition must be reported and rejected.

5104 AUTHORIZED RETURNS

The contractor will accept returns under the following (but not limiting) conditions:

- a. Products shipped in error
- b. Products damaged in shipment
- c. Products with concealed or latent defects
- d. Products that are recall
- e. Products that do not meet shelf life requirements
- f. Products that do not meet minimum quality requirements
- g. Products delivered in unsanitary vehicles
- h. Products delivered that fail to meet minimum/maximum temperature requirements
- i. Over-ordered products in new condition

5105 REJECTION AND RE-DELIVERY OF DISCREPANT ITEMS AT DELIVERY

1. RECEIVING ACTIVITY RESPONSIBILITY.

a. Afloat: notify the FISC customer service representative for immediate resolution of the problem. Ashore: notify Subsistence Prime Vendor for immediate resolution of the problem.

b. Immediately notify their DSCP account manager via their TYCOM representative of any problem not resolved by the FISC or the Subsistence Prime Vendor.

c. Submit a Report of Discrepancy (SF 364) to DSCP for any problem that has not been resolved after step one. Afloat units will submit SF 364 via FISC and TYCOM.

d. When products are rejected at time of receipt for medical inspection reasons, a copy of the Public Health Inspector's or Veterinary Inspector's inspection report shall be faxed to DSCP-HFVN (DSN: 444-3684 or 215-737-3684) with a copy of the corresponding invoice.

2. DELIVERY TICKETS. In the event an item(s) is rejected, delivery tickets will be annotated as to the item(s) rejected. These items and their respective costs shall then be lined out and initialed by the driver and the receiving person. The receipt inspector will clearly annotate a reason for each item returned to the Subsistence Prime Vendor. Items rejected for any reason will be annotated with the specific reason, i.e., high temperature, mechanical damage, decay for FF&V, unapproved source, etc.

3. REPLACEMENTS. Replacements are authorized, dependent upon the needs of the command. Same day re-delivery of replacement items shall be provided when the customer requires immediate use of the item. In this instance, the Food Service Officer will notify FISC/Subsistence Prime Vendor to re-order the replacement items and request a same-day or a next day delivery date. Replacement items that are delivered the same day or later will require a new order entry and will be delivered under a separate invoice. These re-deliveries will not be considered as an emergency order. Replacement items may be delivered on an unlimited basis at no extra charge. The invoice signed by the receiving official should only reflect the items that were actually received. Commands must not sign for a replacement item until it is actually received.

4. BILLING ADJUSTMENTS. If the rejected item(s) are not needed immediately, a billing adjustment will be made to the original invoice to reflect corrected charges. Replacement of rejected product will be ordered at the discretion of the Food Service Officer.

5106 RECEIPT DOCUMENT PROCESSING

1. GENERAL. Upon delivery, inspection, and acceptance of provisions from Subsistence Prime Vendor, the Food Service Officer/receipt inspector will

a. Circle the quantity received and sign, date, and annotate the time of delivery on the delivery invoice. Any changes in quantity received, line out the incorrect quantity, initial the correction, annotate and circle the actual quantity received and the reason for the change, i.e. rejected, missing, substitution. The Subsistence Prime Vendor representative/driver must initial all corrections.

b. Return required number of copies of the completed invoice to the delivery vehicle driver.

c. Ashore - Forward copy of invoice to records keeper for posting to SPV. Afloat - Forward copy of invoice to records keeper and verify against the SPV receipt report from the FISC.

5107 DISCREPANCIES DETECTED AFTER RECEIPT - LATENT OR HIDDEN DEFECTS

1. GENERAL. The Food Service Officer must request inspection by Army Veterinary Service personnel, when available, or medical representative personnel for product found to be defective after the initial delivery. Army Vets or Medical representative will substantiate the existence of hidden or latent defects and determine if the items are fit for human consumption.

2. PROCEDURES

a. Ashore General Messes. Contact the Subsistence Prime Vendor to arrange for return of the items for replacement. Consult with the supporting Army Veterinary Service representative to determine that appropriate local health authorities have been notified of confirmed wholesomeness problems.

b. Afloat Units In Port. Contact the TYCOM and FISC to arrange for return of the items for replacement. Consult with the supporting Army Veterinary Service representative to determine that appropriate local health authorities have been notified of confirmed wholesomeness problems.

c. Afloat Units Underway. Items inspected by medical personnel and found to be non-hazardous must be kept onboard until the ship is back to its homeport and items can be returned to the vendor for a replacement. However, if the storage capacity does not permit such action to be taken, these items must be surveyed. If surveyed obtain pictures if possible of the item, a certificate of unfitness for human consumption from the medical department and submit a copy of the survey form with the Report of Discrepancy (SF 364) to DSCP via TYCOM and SUP 51 for credit resolution. Food Service Officers will follow the procedures set forth in this publication for surveying and disposing of food items deemed hazardous. If possible obtain a picture of the hazardous item(s). The medical department representative will provide a certificate of unfitness for human consumption form that confirms that the discrepancy was not due to action of the ship. The Food Service Officer will consult with medical personnel before discarding any food items suspected to be hazardous or unsafe. The Food Service Officer will submit a copy of the survey form with the Report of Discrepancy (SF 364) to DSCP (DSCP-HS(CDCFP)).via TYCOM and SUP 51 for credit resolution. A copy of the Public Health Inspector's or Veterinary Inspector's inspection report shall be attached to the SF 364.

5108 REPORTING OF DISCREPANCY IN SHIPMENT

Timely reporting of problems encountered in the delivery of subsistence is critical. Use the Report of Discrepancy (SF 364) to report any problem encountered in the delivery of subsistence by Subsistence Prime Vendor. Originators must be specific in describing the nature and facts of the problem being reported. Prior to submission, the Food Service Officer will ensure the report is reviewed for accuracy and detail. The basic questions of what, when, where, and why must be answered. Upon completion, forward the Report of Discrepancy (SF 364) to DSCP for action (via FISC and TYCOM for afloat commands).

In order to be credited for any discrepancy detected after the receipt documentation has been forwarded to DSCP, and the distributor has not provided a one for one replacement, a report of discrepancy must be completed to adjust your bill. Mail to the Defense Support Center Philadelphia. Attn.: DSCP-HS (CDCFP), 2800 S. 20th Street, Philadelphia, PA. 19145 - 5099.

PART C: RECEIPT AND INSPECTION PROCEDURES FOR OTHER THAN SUBSISTENCE PRIME VENDOR

5200 INSPECTION OF FOOD ITEMS RECEIVED FROM DLA, NAVAL AND OTHER GOVERNMENT SOURCES

An ashore supply activity will perform a quality inspection of food items upon acceptance from the original supplier. This inspection will be in accordance with NAVSUPINST 4355.4 (series) and will ensure that the food items conform to the contract requirements included in the purchase document. Such inspections will not be duplicated aboard ship. Prior to loading, the receiving individual along with the medical department representative will inspect all food items, in accordance with NAVMED P5010-1, to detect any deterioration, contamination, or infestation that may have occurred since the quality inspection at the supply activity. Special attention will be given to inspection of perishable and infestable type foods. Food found to be deteriorated, contaminated or infested at the time of delivery to ashore activities or ships in port will be rejected and returned to the supplying activity. Government owned subsistence items received in usable condition but unfit for storage will be used promptly and any loss surveyed. Foods received via underway replenishments that are suspected to be hazardous should be immediately separated and disposed of in accordance with paras. 5301, 6001 through 6002, and NAVSUP P-485.

5201 INSPECTION OF FOOD ITEMS RECEIVED FROM COMMERCIAL SOURCES OTHER THAN SUBSISTENCE PRIME VENDOR

1. GENERAL. Subsistence items received from commercial vendors will originate from an approved source. All food items will be inspected at destination for conformance to all terms and conditions quoted or referred to in the contract or purchase order. These terms will include, but are limited to, count, condition, and identity. Under ordinary circumstances, deviations from the terms and conditions of the contract or purchase order are not permitted. However, deviations may be allowed when necessary due to lack of time or other extenuating circumstances. Substitutions of food items shown on contracts or purchase orders are not permitted. When contracts or purchase orders call for specific grade, type, or quality of food products, only the specified items will be accepted upon delivery. Food items will not be accepted if deviations or substitutions have been made, even if offered at reduced prices, unless they are urgently needed. If food items are urgently needed, and therefore accepted at a reduced price, a modification to the contract or purchase order (Standard Form 30) is required (see para. 5208-3b).

2. SUBSTANDARD DELIVERIES. Food found to be deteriorated, contaminated or infested at the time of delivery will be rejected and returned to the commercial source. No meat or meat food products delivered under contract within the United States will be accepted unless each article bears on it, or on the original package, the stamp or label of the Department of Agriculture that the meat or meat products have been "U.S. Inspected and Passed". All shucked and unshucked shellfish shipments must be accompanied by a United States Department of Commerce Certified Shellfish Shipper's Certificate. This tag must be attached to the container. This tag will remain attached until the container is empty, and thereafter kept on file for 90 days. Fresh crustaceans (lobster and crab) must be alive to be accepted.

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3. **DISPOSITION OF RECEIPT DOCUMENTS.** The Food Service Officer will retain the signed copies of all DD Form 1155s under lock and key (accountability file) until the bills are forwarded for payment.

5202 INSPECTION BY THE MEDICAL DEPARTMENT

A designated representative of the medical department will perform a fitness-for-human consumption inspection upon receipt of food items. The medical representative will sign the receipt document showing that the inspection has been performed. If there is any doubt as to fitness of an item, it will not be accepted. The item(s) will be referred to the local Army Veterinarian or Environmental Preventive Medicine Unit (EPMU) for appropriate disposition. When a receipt inspection is performed by the Army Veterinary Service or Preventive Medicine Unit at a central inspection point prior to delivery, proof of inspection is stamped on the vendor's delivery ticket and further medical inspection is not required during receipt.

5203 RECEIPT ON BOARD

The Food Service Officer is responsible for the receipt, identification and inspection of all incoming subsistence items. When subsistence items are received, the Food Service Officer will inspect these items to determine the exact quantity received and will sign the necessary papers in ink to acknowledge receipt. In the absence of the Food Service Officer, a responsible person who is authorized in writing by the commanding officer (see sample letter in Appendix B) may receive and inspect food items. Although not recommended, at Type Commander discretion, the bulk storeroom custodian may serve as the receipt inspector.

5204 RECEIPT BY THE AUTHORIZED RECEIPT INSPECTOR

1. **GENERAL.** Upon receipt of provisions from Navy or approved commercial sources, the receipt inspector will remove one copy of each receipt document and forward it to the bulk storeroom custodian prior to inspecting or counting the food items.

2. **QUALITY INSPECTION UPON RECEIPT.** Upon delivery, food items will be inspected to verify their acceptability before signing for receipt.

a. This inspection must include, but not be limited to, temperature (for chill and frozen), age (date of pack), and condition. Samples should be selected from the rear, middle and front of the delivery van. Representative samples of each type of product should be included in the sampling for inspection if it is a mixed load. This information is necessary to make the proper decision for initial acceptance and/or subsequent issue on board. Any food item received in less than excellent condition must be reported or rejected in accordance with 5200 or 5201.

b. A local code must be established (i.e., different color markings on cases) to identify the receipt date to be used in conjunction with date of pack (DOP) and inspection results so that a FIFO procedure will be effective.

c. **First In First Out (FIFO).** First in-first out is a procedure that only determines the order of precedence for issue. The final decision for issue will depend on product condition as determined by inspection.

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3. QUANTITY INSPECTION UPON RECEIPT

a. Receipt from Navy Sources. The receipt inspector will then inspect the quantity of food items received, circle the exact quantity received (unit of issue) and sign and date the receipt document (Figure 5-1). The receipt inspector ensures proper quantity (quantity on receipt document matches quantity actually received). Net weights marked on standard packages received from the Navy or other government agencies will be accepted. The quantity on the outside of the container received from government sources will be accepted providing the container has not been opened. The quantity indicated on the container must be checked if the container has been opened. The receipt inspector then forwards the receipt documents to the Food Service Officer.

b. Receipt from Commercial Sources other than Prime Vendor

(1) Upon receipt of provisions from a commercial source, the receipt inspector will remove one copy of each delivery ticket and forward them to the bulk storeroom custodian before counting the food items. If only one copy of a delivery ticket is provided, an additional copy will be made and forwarded to the bulk storeroom custodian. The receipt inspector will then inspect and circle the quantity received and sign and date their copy with the date the items were actually received (Figure 5-2). The quantity on the outside of containers received from commercial sources will be confirmed by randomly selecting at least one case of each line item and ensuring that quantities indicated on the outside of a container match the actual contents. The quantity indicated on the container must be checked on any container that has been opened. This person then forwards the document to the recordskeeper for posting.

(a) Indefinite Delivery Contract. At the end of the month, the Order for Supplies or Services/Request for Quotations (DD Form 1155) is taken out of the outstanding purchase order file by the recordskeeper. The recordskeeper adds up the total receipts for the month using the retained copies of the delivery tickets, records and circles the exact quantity received during the month, then signs and dates the DD Form 1155 (Figure 5-3).

(b) Definite Delivery Contract. The recordskeeper records and circles the exact quantity received on the DD Form 1155 using the delivery ticket. This procedure is the same as that shown in subpara. 5202-3(1)a, except only one delivery ticket is used to annotate the DD Form 1155 instead of adding several delivery tickets.

4. SHORTAGES AND OVERAGES. Shortages and overages will be handled in accordance with paras. 5207 and 5208.

5205 UNSATISFACTORY SUBSISTENCE ITEMS

The subsistence supply system has quality provisions designed to guarantee the receipt of wholesome, satisfactory food items at military general messes. However, DoD procurement systems do experience breakdowns that allow some unsatisfactory products to filter into the military pipeline. As an aid to controlling or eliminating this situation, unsatisfactory food items must be reported promptly upon receipt in accordance with the procedures outlined in paras. 5300 and 5301. Speed and accuracy in reporting discrepancies is important particularly if the product is hazardous/suspect. In all instances, immediate reporting of defective food items will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered after receipt, i.e., during inspections, breakouts, or preparation, should also be reported provided the defective

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condition is not due to mishandling or overaging of the item while in the custody of the using activity. This will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government.

5206 RECEIPT BY THE BULK STOREROOM CUSTODIAN

1. GENERAL. The bulk storeroom custodian receives copies of the receipt documents from the receipt inspector at the time the food items are received. The bulk storeroom custodian will stamp his copy of the receipt document to accept responsibility on all receipt documents. The stamp will contain the following information:

"I HEREBY ACKNOWLEDGE RECEIPT OF ITEMS LISTED
HEREON FOR WHICH I HOLD MYSELF RESPONSIBLE TO
THE UNITED STATES GOVERNMENT"

NAME _____

RATE _____ DATE _____

2. ANNOTATING RECEIPT DOCUMENTS. Upon receipt of provisions from Navy and commercial sources, the bulk storeroom custodian will inspect the quantity of food items received, circle the exact quantity received on the receipt document and sign and date the responsibility statement that was entered on the receipt document (Figure 5-4). The bulk storeroom custodian then forwards the receipt document to the Food Service Officer.

3. SHORTAGES AND OVERAGES. Shortages and overages will be handled in accordance with paras. 5207 and 5208.

5207 SHORTAGES IN SHIPMENT

1. GENERAL. A shortage occurs when the quantity received is less than the quantity shown on the receipt document, regardless of the quantity on the original requisition. A shortage may occur due to a shipping-type (item) or packing discrepancy. If a shortage exists, immediate contact with the issuer/shipper in an attempt to resolve discrepancies will be initiated either in person or by message in an attempt to resolve the discrepancy. Refer to NAVSUPINST 4440.179A for further guidance. Shortages due to transportation discrepancies will be reported in accordance with NAVSUPINST 4610.33. Receiving activities will notify the Supply/Transportation officer of all transportation discrepancies upon their discovery. In the event shortages still exist after investigation, regardless of the types of discrepancies, the receipt inspector and the bulk storeroom custodian will indicate on the receipt document the actual quantity physically received by drawing a single line through the invoiced quantity and recording and circling the actual quantity received (Figure 5-5). After the receipt inspector and bulk storeroom custodian sign and date the receipt documents in accordance with paras. 5202 and 5204, the documents are forwarded to the Food Service Officer.

2. SHORTAGES FROM DLA AND NAVY SOURCES. Regardless of the shortage, the full quantity and dollar value of the receipt document from Navy sources will be posted to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) in accordance with paras. 5402 and 5403. The quantity and dollar value of all shortages will be surveyed in accordance with paras. 6001 and 6002.

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3. **SHORTAGES FROM COMMERCIAL SOURCES.** Regardless of the shortage, quantity and dollar value actually received from commercial sources will be posted to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) in accordance with paras. 5402 and 5403.

5208 OVERAGES IN SHIPMENT

1. **GENERAL.** An overage occurs when the quantity physically received exceeds the quantity stated on the receipt document regardless of the quantity on the original requisition or purchase order. When this occurs, immediate liaison is to be established by the receiver with the issuer to resolve the discrepancies.

2. **OVERAGES FROM A NAVY SOURCE.** When discrepancies from a Navy source are unable to be resolved, the receipt inspector and bulk storeroom custodian will indicate on the receipt document the actual quantity physically received by annotating and circling the quantity actually received and drawing a single line through the invoiced quantity. The receipt inspector and bulk storeroom custodian will then sign and date the receipt document in accordance with paras. 5202 and 5204 (Figure 5-6), and forward the document to the Food Service Officer.

a. **Items Received w/o a Receipt Document.** A "Dummy Receipt Document" will then be prepared by the recordskeeper to document the excess quantity received. This dummy receipt document is a DoD Single Line Item Release/Receipt Document (DD Form 1348-1).

(1) **Dummy Receipt Document Preparation.** DoD Single Line Item Release/Receipt Document (DD Form 1348-1)-will be prepared as a "Dummy Receipt Document" (Figure 5-7) for overages in shipment. It will be used as the source document for posting the excess receipt to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367).

Prepare a DD Form 1348-1 using all the information on the original receipt document with the exception of the quantity and total price block. The quantity block will contain the excess quantity actually received. Zero fill as necessary (i.e., 28 ea.; 00028). The total price block will contain the dollar value of the excess quantity times the unit price. In addition, annotate on the document "DUMMY INVOICE TO COVER EXCESS SHIPMENT" and provide a statement cross referencing the original receipt document with the "Dummy Invoice" (Figure 5-7), to distinguish the dummy receipt from the normal receipt.

3. **OVERAGES FROM A COMMERCIAL SOURCE.**

a. When an overage occurs from a commercial vendor, the receipt inspector and bulk storeroom custodian will sign only for the requested quantities on the receipt documents in accordance with paras. 5202 and 5204 and forward the documents to the Food Service Officer. Any excess quantities will be returned to the vendor.

b. If food items are urgently needed and quantities in excess of the quantities requested on the Order for Supplies or Services (DD Form 1155) are accepted and received, an Amendment of Solicitation/Modification of Contract (Standard Form 30) will be prepared for the excess amount using the instructions on the reverse side of the form. This form is also used if any terms of the contract are being amended.

c. **Distribution of the Standard Form 30.** Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155 (see para. 5501).

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RECEIPT BY RECEIPT INSPECTOR DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT DD FORM 1348-1

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80																																																																																																																																																					
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S/N 0102-LF-013-1040																																																																																1																																																																					

Figure 5-1

Figure 5-2

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RECORDING TOTAL MONTHLY RECEIPTS ON AN INDEFINITE DELIVERY CONTRACT (DD FORM 1155) USING RETAINED COPIES OF DELIVERY TICKETS

Marva Maid Dairy
5500 Chestnut Ave
New Port News, VA, 23605
(757)245-3857 fax Fax Number

Invoice No. 34449

INVOICE

Customer
Name USS DUARTE (DDG 90)
Address PIER 12
City NOB State ZIP
Phone

Date 6/30/98
Order No. spo300-97-D-V137
Rep
FOB

Qty	Description	Unit Price	TOTAL
30	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20
60	MILK, LOWFAT, 2%	\$2.22	\$133.20

"I hereby acknowledge receipt of items listed hereon for which I hold myself responsible to the United States Government"
Name B.B. Washington
Rate MS² Date 30 Jun 98

Payment Details
SubTotal \$200.40
Shipping & Handling \$0.00
Taxes
TOTAL \$200.40

Received by A.J. East
Date 30 Jun 98

Marva Maid Dairy
5500 Chestnut Ave
New Port News, VA, 23605
(757)245-3857 fax Fax Number

Invoice No. 34442

INVOICE

Customer
Name USS DUARTE (DDG 90)
Address PIER 12
City NOB State ZIP
Phone

Date 6/29/98
Order No. spo300-97-D-V137
Rep
FOB

Qty	Description	Unit Price	TOTAL
30	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20
60	MILK, LOWFAT, 2%	\$2.22	\$133.20

"I hereby acknowledge receipt of items listed hereon for which I hold myself responsible to the United States Government"
Name B.B. Washington
Rate MS² Date 29 Jun 98

Payment Details
SubTotal \$200.40
Shipping & Handling \$0.00
Taxes
TOTAL \$200.40

Received by A.J. East
Date 29 Jun 98

Records keeper adds up all quantities on retained copies of receipts, circles quantity actually received on the DD Form 1155, signs and dates DD Form 1155

DD FORM 1155

ORDER FOR SUPPLIES OR SERVICES

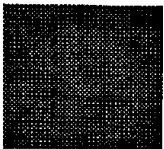
Form Approved
OMB No. 0704-0187
Expires Jul 31, 1999

1. CONTRACT/PURCH ORDER NO. SPO300-98-D-V137
2. DELIVERY ORDER NO.
3. DATE OF ORDER 06/01/98
4. REQUISITION/PURCH REQUEST NO. V21111-1520093
5. CERTIFIED FOR NATIONAL DEFENSE UNDER DO
6. ISSUED BY USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888
7. ADMINISTERED BY (if other than 6) CODE
8. DELIVERY FOB (X) DEST
9. CONTRACTOR CODE FACILITY CODE
10. NAME MARVA MAID DAIRY ADDRESS 5500 CHESTNUT AVE. NEWPORT NEWS, VA. 757-245-3857 23605
11. MAIL INVOICES TO SEE BLOCK 15
12. NONE
13. PAYMENT WILL BE MADE BY DEFENSE FINANCE AND ACCOUNTING SERVICE CPOC NORFOLK 9712 VIRGINIA AVENUE - ATTN: CODE:FP NORFOLK, VA 23511-3297
14. SHIP TO USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888
15. PAYMENT WILL BE MADE BY DEFENSE FINANCE AND ACCOUNTING SERVICE CPOC NORFOLK 9712 VIRGINIA AVENUE - ATTN: CODE:FP NORFOLK, VA 23511-3297
16. THIS DELIVERY ORDER IS ISSUED ON ANOTHER GOVERNMENT AGENCY OR IN ACCORDANCE WITH AND SUBJECT TO TERMS AND CONDITIONS OF ABOVE NUMBERED CONTRACT.
17. REFERENCE YOUR ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.
18. NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED
19. ACCOUNTING AND APPROPRIATION DATA
20. SCHEDULE OF SUPPLIES/SERVICES
21. QUANTITY ORDERED/ACCEPTED
22. UNIT PRICE
23. AMOUNT
24. TOTAL
25. DIFFERENCES
26. CONTRACTING/ORDERING OFFICER
27. SHIP. NO.
28. D. O. VOUCHER NO.
29. INITIALS
30. AMOUNT VERIFIED CORRECT FOR
31. PAYMENT
32. PAID BY
33. CHECK NUMBER
34. BILL OF LADING NO.
35. I certify this account is correct and proper for payment.
36. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
37. RECEIVED AT
38. RECEIVED BY
39. DATE RECEIVED
40. TOTAL CONTAINERS
41. S/R ACCOUNT NUMBER
42. S/R VOUCHER NO.
DD Form 1155, JUL 87 Previous editions are obsolete S/N 0102-LF-001-1553 CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 5-3

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RECEIPT BY BULK STOREROOM CUSTODIAN FROM COMMERCIAL SOURCES

	Marva Maid Dairy 5500 Chestnut Ave New Port News, VA 23605 (757)245-3857 fax Fax Number	Invoice No. 34442
INVOICE		
Customer		
Name	USS DUARTE (DDG 90)	Date 6/29/98
Address	PIER 12	Order No. spo300-97-D-V137
City	NOB	Rep
Phone	State ZIP	FOB

Qty	Description	Unit Price	TOTAL
(30)	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20
(60)	MILK, LOWFAT, 2%	\$2.22	\$133.20

Bulk storeroom
 custodian signs and dates
 the responsibility stamp
 to indicate receipt.

HM Jones
medical 29 Jun 98

"I hereby acknowledge receipt of items listed hereon for which I hold myself responsible to the United States government"

Name B.B. Washington

Rate MS² Date 29 Jun 98

Payment Details <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<table style="width: 100%;"> <tr> <td style="width: 50%;">SubTotal</td> <td style="width: 50%; text-align: right;">\$200.40</td> </tr> <tr> <td>Shipping & Handling</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Taxes State</td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$200.40</td> </tr> </table>	SubTotal	\$200.40	Shipping & Handling	\$0.00	Taxes State		TOTAL	\$200.40
SubTotal	\$200.40								
Shipping & Handling	\$0.00								
Taxes State									
TOTAL	\$200.40								

Received by A.S. East
 Date 29 Jun 98

Figure 5-4

ANNOTATING SHORTAGES IN SHIPMENT ON RECEIPT DOCUMENTS BY THE RECEIPT INSPECTOR

DOC ID#41										RI FROM										FSC										STOCK NUMBER										ADD										UNIT										DOCUMENT NUMBER										SUPPLEMENTARY ADDRESS										FUND										DISTRIB										PROJ										REC'D										UNIT PRICE																			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80										BG										000247										21111, 8180, 9H22										N00031										B PZ										9M, EP512, 180										2 20																																																																					
SHIPPED FROM										00189 FISC NORFOLK										21111 USS DUARTE (DDG 90)										MARK FOR										PROJECT										TOTAL PRICE																																																																																									
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BY THE BULK STOREROOM CUSTODIAN

DOC 10541		FI FROM		N		FSC		STOCK NUMBER		ADD		UNIT		ISSUE		QUANTITY		DOCUMENT NUMBER		DATE		SERIAL		SUFFIX		SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJECT		PROJ		REC'D		DEL		DATE		ADVISE		RI		UNIT PRICE		DOLLARS		CTS	
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"I hereby acknowledge receipt of items listed hereon for which I hold myself responsible to the United States government" Name <u>B.B. Washington</u> Rate <u>MS²</u> Date <u>29 Jun 98</u>										B WEIGHT C UNITS D CUBIC E POUNDS F GALLONS H LITERS I KILOGRAMS J METRIC K US L CLASSIFICATION NOMENCLATURE M PLATITUDE										Bulk storeroom custodian signs and dates the responsibility stamp to indicate receipt																															
W SELECTED BY AND DATE										X TYPE OF CONTAINER(S)										Y RECEIVED BY AND DATE										Z INSPECTED BY AND DATE																					
V1 PACKED BY AND DATE										V2 NO OF CONTAINERS										V3 WAREHOUSED BY AND DATE										V4 WAREHOUSE LOCATION																					
REMARKS										RECEIVED BY										RECEIVED BY										RECEIVED BY																					
AA FIRST DESTINATION ADDRESS										BB DATE SHIPPED										CC										DD																					
11 TRANSPORTATION CHARGEABLE TO										12 BLADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)										13 RECEIVER'S DOCUMENT NUMBER																															

Figure 5-5

NAVSUP P-486 Volume I - Food Service Management

ANNOTATING OVERAGES IN SHIPMENT ON RECEIPT DOCUMENTS BY THE RECEIPT INSPECTOR

DOC IDENT		FROM		FSC		STOCK NUMBER		ADD		SHIP TO		DOCUMENT NUMBER		REQUISITIONER		DATE		SERIAL		SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJECT		REC'D DEL DATE		ADVISE		RI		UNIT PRICE																																																																																																									
AOA,NDZ		3,8925		010607495		LB		000240		2111 USS DUARTE (DDG 90)		1111,8181		9H29		N 00031		B,PZ		9M,EP512		181												67																																																																																																									
SHIPPED FROM										SHIP TO										MARK FOR										PROJECT										TOTAL PRICE																																																																																																			
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WAREHOUSE LOCATION										TYPE OF CARGO										UNIT WEIGHT										UNIT CUBE										UFC										N MFC										FREIGHT RATE										DOCUMENT DATE										MAT COND										QUANTITY																																																	
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Receipt inspector circles the excess quantity actually received and accepted, signs and dates

BY THE BULK STOREROOM CUSTODIAN

DOC IDENT		FROM		FSC		STOCK NUMBER		ADD		SHIP TO		DOCUMENT NUMBER		REQUISITIONER		DATE		SERIAL		SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJECT		REC'D DEL DATE		ADVISE		RI		UNIT PRICE																																																																																																									
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WAREHOUSE LOCATION										TYPE OF CARGO										UNIT WEIGHT										UNIT CUBE										UFC										N MFC										FREIGHT RATE										DOCUMENT DATE										MAT COND										QUANTITY																																																	
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DD FORM 1348-1										1 MAR 74										EDITION OF 1 JAN 84 MAY BE USED UNTIL EXHAUSTED										DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT																																																																																																													

"I hereby acknowledge receipt of items listed hereon for which I hold myself responsible to the United States government"
Name B.B. Washington
Rate MS² Date 29 Jun 98

Bulk storeroom custodian signs and dates the responsibility stamp to indicate receipt

Figure 5-6

NAVSUP P-486 Volume I - Food Service Management

DOCUMENTING OVERAGES IN SHIPMENT - "DUMMY INVOICE"

DOC IDENT		RI FROM	W	FSC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PROJ	DEL DATE	ADVICE	RI	UNIT PRICE
AOA,NDZ		3,8920			012506557		BG	00120	21111	8181	9G10	N 00031	B,PZ	9M	EP512	181				522
SHIPPED FROM		00189 FISC NORFOLK																		
SHIPPED TO		21111 USS DUARTE (DDG 90)																		
WAREHOUSE		A																		
SUBSTITUTE DATA		F																		
T		U																		
W		SELECTED BY AND DATE																		
P		PACKED BY AND DATE																		
REMARKS		1																		
AA		FIRST																		
11		DD																		
13		TRANSPORTATION CHARGEABLE TO																		
14		BLADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)																		
DD FORM 1348-1		1 MAR 74																		
S/N 0102-1 F-013-1040		EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED																		

DD FORM 1348-1

Enter only the excess quantity received

Note additional comments

"Dummy invoice" to cover excess shipment

Requisition number on the "dummy Invoice" is the same as the requisition number on the original receipt

Note: Item received during replenishment from FISC Norfolk on 30 June 98. USS Duarte (DDG 90) requisition number V21111-8181-9G10 applies. Copy forwarded to FISC Norfolk.

DOC IDENT		RI FROM	W	FSC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PROJ	DEL DATE	ADVICE	RI	UNIT PRICE
AOA,NDZ		3,8920			012506557		BG	00120	21111	8181	9G10	N 00031	B,PZ	9M	EP512	181				522
SHIPPED FROM		00189 FISC NORFOLK																		
SHIPPED TO		21111 USS DUARTE (DDG 90)																		
WAREHOUSE		A																		
SUBSTITUTE DATA		F																		
T		U																		
W		SELECTED BY AND DATE																		
P		PACKED BY AND DATE																		
REMARKS		1																		
AA		FIRST																		
11		DD																		
13		TRANSPORTATION CHARGEABLE TO																		
14		BLADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)																		
DD FORM 1348-1		1 MAR 74																		
S/N 0102-1 F-013-1040		EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED																		

DD FORM 1348-1

Receipt inspector circles the excess quantity actually received and accepted, signs and dates

"I hereby acknowledge receipt of items listed hereon for which I hold myself responsible to the United States government"

Name B.B. Washington

Rate MS²

Date 29 Jun 98

Bulk storeroom custodian signs and dates the responsibility stamp to indicate receipt

Figure 5-7

PART D: UNSATISFACTORY SUBSISTENCE ITEMS

5300 NONHAZARDOUS FOOD ITEMS

1. Nonhazardous food items are products which do not meet expected or desired standards but do not constitute a health hazard to personnel if consumed. Subsistence contracts contain quality assurance provisions designed to guarantee the receipt of wholesome, satisfactory food items at military dining facilities. However, DOD procurement systems do experience breakdowns that allow some unsatisfactory products to filter into the military pipeline. As an aid to eliminating/controlling this situation, unsatisfactory food items must be reported promptly upon receipt in accordance with the procedures outlined in paras. 5300 and 5301. Speed and accuracy in reporting discrepancies is important, particularly if the product is hazardous and/or suspect. In all instances, immediate reporting of defective food items will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered after receipt, e.g., breakdown during inspection, breakouts, or preparation, should also be reported provided that the defective condition is not due to mishandling or overaging of the item while in custody of the using activity.

Examples of nonhazardous, unsatisfactory food items are:

- a. Chicken wings in a box labeled breasts,
- b. Grill steaks containing such a large amount of fat and gristle as to be tough and unappetizing,
- c. Packaging which does not adequately contain the product, and
- d. Deviations in case quantity.

2. REPORTING PROCEDURES

a. Ashore facilities and Afloat facilities while in port will report all unsatisfactory subsistence items to the supporting US Army Veterinary Service. Food Service Officers will request inspection of the product, recommendation for disposition of the item, and assistance in completion of necessary reports. The Food Service Officer will determine use of items in the nonhazardous, unsatisfactory food category.

b. Unsatisfactory Nonhazardous Food Items received from Commercial Sources: A Standard Form 364 (ROD) will be prepared by all activities (afloat and ashore) receiving unsatisfactory food items that do not conform to specifications and are received directly from the Subsistence Prime Vendor and all other commercial vendors. SECNAVINST 4355.18 sets policy and guidance, NAVSUP INSTRUCTION 4440.179A sets procedures for resolving shipping type discrepancies

The SF 364 will be prepared as follows (Figure 5-8):

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<u>Date Block and Caption</u>	<u>Instruction for Entry</u>
Top of Form	Indicate whether shipping discrepancy or packaging discrepancy or both by placing an X in the appropriate box(Es).
1 Date of Preparation	Year, month, day (i.e., 93 Jun 01)
2 Report Number	Serial number of the report (i.e., if this is the fifth report of the calendar year, enter 005/93) or enter the survey number assigned if the item was surveyed.
3 To	Commander Defense Supply Center Philadelphia Attn: DSCP-HQ (CDCFP) 2800 S. 20th St. Philadelphia, PA 19145
4 From	Name address and zip code of the reporting activity.
5a Shipper's Name	Name and address of shipper. Obtain from shipping documents or service supply activity.
5b Number and Date of Invoice	Leave Blank
6 Transportation	Leave Blank
7a Shipper's Number	Purchase order or contract number.
7b Office Administering Contract	Leave Blank
8 Requisitioner's Number	Requisitioning activities requisition number. Entry of the applicable requisition document number is mandatory in all instances, even though a contract/purchase order is involved. Note: The acquisition agency cannot process credit without the requisition number.
9a NSN and Nomenclature	Show each item on a separate line (maximum of three). Note: Reporting a single NSN per ROD will expedite resolution of the discrepancy.
9b Unit of Issue	Unit of issue indicated on the shipping documents.
9c Quantity Shipped/Billed	Quantity of item received.
9d Quantity Received	Quantity of item received.
10a Discrepancy Quantity	Quantity in error.

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10b Discrepancy Unit Price	Unit price as billed or shown on shipping documents.
10c Discrepancy Total Cost	Enter the total value of Material (10a x 10b)
10d Discrepancy Code	Nature of the discrepancy using the discrepancy codes listed on the face of the form. If condition exists that is not listed use Z1 and explain action requested in item 12.
11 Action Code	Requested action from codes listed on the face of the form. If action is other than that covered by listed action codes, use 1Z and explain action requested in item 12.
12 Remarks	<p>Use for any supplemental information where the combination of discrepancy codes and action codes need clarification, where shipping-type (item) discrepancies need explanation, and where a breakout of cost to reports in terms of time and materials is required. Specific data such as appearance, lot/batch number, manufacture/packaging date, inspector number and inspection date probable cause of improper packaging, and suggested corrective action. Include telephone (DSN and commercial) of the individual to be contacted for additional information if different than what is entered in item 4a. Provide photos where it would assist the shipping activity in determining the cause of the discrepancy/ deficiency. When overaged material (expired shelf life) is received, enter the following information:</p> <ol style="list-style-type: none">1. Manufacturer's name,2. Contract/purchase order number if not shown in item 7a,3. Date of manufacture, pack, or expiration,4. Lot/batch number,5. Location of material,6. Name, address and telephone number (if available) of contract, and7. Nature of complaint, stating in detail why material is unsatisfactory.
13 Funding and Accounting Data	Leave Blank. For use by SUP 51.

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14a Typed or printed name, title, and phone number of preparing official	Self Explanatory
14b Signature	Self Explanatory.
15 Distribution Addresses for copies	Commander, Naval Supply Systems Command Support Services Directorate Food Service Division (SUP 51) 5450 Carlisle Pike P.O. Box 2050 Mechanicsburg, PA 17055-0791

c. Unsatisfactory Nonhazardous Food Items received from Naval and other Government Sources: A DD Form 1608 (UMR) will be prepared by all activities (afloat and ashore) receiving unsatisfactory food items that do not conform to specifications and are received from Naval and other government sources. (Figure 5-9):

<u>Date Block and Caption</u>	<u>Instruction for Entry</u>
1 Date Prepared	(YYMMDD) i.e., 970123
2A Name of Receiving Activity	Commander, Naval Supply Systems Command Support Services Directorate, Food Service Division (SUP 51V)
2B Address	5450 Carlisle Pike P.O. Box 2050 Mechanicsburg, PA 17055-0791
3A Name of Originating Activity	Name of activity submitting report.
3B Address	Address of activity submitting report.
4A Item Nomenclature	State nomenclature in sufficient detail to insure identity, e.g., Peaches, Whole, No. 10 can; Pork Chops, Boneless, etc. (See Federal Supply Catalog C8900-SL, Prime Vendor Catalog or Food Item Code List).
4B SIS Evaluation	Leave Blank.
5 National Stock Number	13 digit national stock number from the Group 89, Subsistence Prime Vendor Catalog or Food Item Code List.
6 Specification Number/IMPS Number	Leave Blank
7A Name of Contractor	Obtained from shipping container.
7B Plant Address	Obtained from shipping container.

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8 Source of Shipment	Obtained from the service supply activity and/or shipping documents. State the name of the DLA depot or distribution point or the vendor's name.
9 Contract Number	Obtained from the shipping container.
10 Contractor Lot Number	Obtained from the shipping container.
11 Product Code	List the manufacturer's product code (usually shown as a series of numerals and letters printed or embossed on bottles, cartons and cans) found on primary containers. These codes may also be found printed or stenciled on the shipping container.
12 Date of Pack	(YYMMDD) obtained from shipping Container.
13 Requisition Number	Enter complete requisition number (service designator and UIC followed by Julian date of requisition followed by the food item code preceded by 9).
14 Date Supplies Received	(YYMMDD) Date the food items were Received.
15A Size of Lot/Shipment (Cases)	Total number of cases being reported as unsatisfactory.
15B Size of Lot/Shipment (Units)	Total number of units being reported as unsatisfactory (unit of issue as described in the FSC-8900-SL, Part I, Prime Vendor Catalog or NAVSUP Form 1059).
16 Quantity on Hand	Total on hand quantities of the food item being reported.
17 Narrative	Include a narrative description of the unsatisfactory condition which makes the item unsuitable for intended use or affects customer satisfaction or acceptance. List storage condition or other factors that may relate to the unsatisfactory condition of the product. Indicate current status of product, i.e., on hold, normal issue, or expedited issue.
18 Recommendations	State recommendations regarding disposition of supplies, revision of specification requirements, revision of purchase requirements as to size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.

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19A Name of Verifying Officer	Name of accountable food service Officer.
19B Grade	Grade of accountable food service Officer.
19C Signature	Signature of accountable food service Officer.
19D Telephone Number	Telephone number of accountable Food Service Officer (include commercial and DSN numbers).
19E Title	Title of accountable Food Service Officer.
19F Date	(YYMMDD) date the report is signed and forwarded.

d. Distribution. After initial preparation, distribution will be made as follows:

(1) Standard Form 364

- (a) Original plus 1 copy - Food Service Division (SUP) 51
- (b) Copy - Report of Discrepancy File.
- (c) Copy to TYCOM,
- (d) Supplying activity, and
- (e) Supporting VET SERVICE UNIT

(2) DD Form 1608

- (a) Original plus 1 copy - Food Service Division (SUP) 51
- (b) Copy - Unsatisfactory Material Report File
- (c) Copy to TYCOM,
- (d) Supplying activity, and
- (e) Supporting VET SERVICE UNIT

5301 HAZARDOUS FOOD ITEMS

1. GENERAL. Hazardous food items are products which would certainly or possibly cause, or are suspected to have already caused, harm when consumed. Such items may be unfit for human consumption, suspected of being unfit for human consumption, or suspected to be the source of an outbreak of food-borne illness. Determination of "fitness for human consumption" is the responsibility of the medical officer or the appointed representative. Likewise, the medical officer will determine the suspected causes of the food-borne illness. Place the item on medical hold and submit samples for laboratory analysis in accordance with subpara. 3. Listed below are a few examples of potentially hazardous food items.

a. Widespread presence of swollen or leaking cans. (The contents of bulged or swollen cans should never be consumed)

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b. Products with offensive or unusual odors and colors and/or any other evidence of deterioration, spoilage, or contamination. (Again, try to determine whether or not the hazardous condition is due to an isolated instance of excessive storage or mishandling prior to reporting the item as hazardous)

c. Food items containing foreign objects such as glass, dirt, pieces of metal, etc. (Forward a sample of the contaminant to HQ, DSCP, ATTN: DSCP-HQS (CDCFP), by the most expedient means. Also indicate when the problem appears to involve only a single unit/container of product or report the estimated percentage of units/containers involved when possible)

d. Any apparently wholesome food items which, based on the best medical knowledge available, is suspected or known to harbor disease causing agents; and

e. Insect infestation.

Food items that have become hazardous due to overage, mishandling while in the custody of the user, or other isolated instances of abuse will not be reported under these procedures.

2. DISPOSITION. Items that are suspected to be hazardous will be separated and suspended from issue subject to determination by medical representative that they are unfit for human consumption. Items determined to be unfit for human consumption will be surveyed and disposed of under the supervision of the responsible supply and/or medical personnel by burning, burial, or dumping at sea. Hazardous products will be completely disposed of to prevent any possibility of consumption. Samples, as noted in subpara. 3 should be retained. Prior to destruction, all available identifying information, including contract numbers, will be obtained. If possible, photographs of the defects should be taken. When the medical authority cannot make a positive determination that an item is unfit for human consumption, destruction will be delayed pending the results of laboratory tests.

3. SAMPLES AND TESTS

a. Ashore Activities. Samples of the product (both normal and abnormal) will be supplied when considered necessary by the medical or veterinary representative (Figures 5-10 and 5-11). Contact the local veterinary service for assistance in sampling procedures, completion of test request forms, and shipment of the samples to the laboratory.

b. Afloat Activities. At the direction of the medical representative, samples of the food product (both normal and abnormal) will be turned into the nearest Navy shore activity, which will arrange for veterinary inspection of the product in accordance with subpara. 3a. In the event that local Veterinary Service personnel are not available, send samples to the nearest facility as listed below:

Commander
DOD Veterinary Laboratory
ATTN: MCVS-SCL
Building 2630
Ft. Sam Houston, TX 78234-6200
DSN: 429-7904/7761
Comm: (210) 916-7904/7761
Fax: (210) 270-2559

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US Army Veterinary Laboratory
10th Medical Laboratory
Building 3810
Landstuhl, Germany
APO AE 09180-3619
ETS 486-8300/7241
Comm: 06371-86-8300/7241

Food Analysis Laboratory
Tripler Army Medical Center
Schofield Barracks, HI 96857-5460

Samples will be sent with an original and four copies of the Request for/and Results of Tests (DD Form 1222) (see figure 5-10). If a DD Form 1222 is not available, a letter request will be submitted containing all the pertinent data contained on the form. A representative number of backup samples will be retained until test results are known, provided that retention will not constitute a health or sanitary hazard. Test results will be transmitted expeditiously - usually by telephone.

Data Block and Caption

Instruction for Entry

- | | |
|--|--|
| 1. To | See Note #1. |
| 2. From | Activity requesting results of test. |
| 3. Prime Contractor and address | Obtained from unit container and/or shipping container. |
| Contract Number | Obtained from unit container and/or shipping container. |
| 4. Manufacturing Plant
Name and Address | Obtained from unit container and/or shipping container. |
| 5. End (Food) Item and/or Project
Name. | Item nomenclature or brand |
| 6. Sample Number | The number of items that are being shipped for sampling. |
| 7. Lot No. | Obtained from unit container and/or shipping container. |
| 8. Reason for Submittal | Insert "Special Testing" |
| 9. Date Submitted | Date forwarded for sampling. |
| 10. Material to be Tested | Same as block 5. |
| 10a. Quantity Submitted | Same as block 6. |
| 11. Quantity Represented | Total quantity of the item that is being sampled. |

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- | | |
|-----------------------------------|--|
| 12. Spec. & Amend. | Obtained from unit container and/or shipping container, if available. |
| 13. Purchased from or Source | Where the item was received from. |
| 14. Shipment Method | (Fastest Method). |
| 15. Date Sampled and Submitted by | Name, rank and signature of the Food Service Officer and date. |
| 16. Remarks | Enter "Test for Suitability and for Human Consumption". (Include any special tests, analysis, or examinations for suspected conditions that are required). |
| 17. Send Report of Test to | Enter "Same as Block #2" or designate otherwise. In addition send to the following addresses:

Commander
Defense Supply Center Philadelphia
Attn: DSCP-HQ
2800 S. 20th St.
Philadelphia, PA 19101-8419

Commander
Naval Supply Systems Command
Support Services Directorate
Food Service Division (SUP 51)
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

Commander
Naval Supply Systems Command
Food Service Division
Attn: 51V
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791 |

4. REPORTS. The discovery of a valid hazardous food item will be immediately reported by priority message to the Defense Supply Center, Philadelphia (DSCP-HQS (CDCFP)). (See Figure 5-11) This message report is in addition to the information provided in the laboratory analysis request. The message will be prepared in the following format:

Data Block and Caption

From

To

Instruction for Entry

Activity sending the message.

DSCP PHILADELPHIA PA// DSCP-HQ//

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Info	COMNAVSUPSYSCOM MECHANICSBURG PA //51V/51// BUMED WASHINGTON DC//JJJ// Activity that supplied the material Service Force Commander (if material was supplied by supply ship) Closest Navy Environmental and Preventive Medicine Unit (NEPMU) (see Note #1 for list) and/or Closest Navy Disease Vector, Ecology And Control Center (DVEEC) (if material is infested) (see Note #2 for list)
Subj	SUSPECTED HAZARDOUS FOOD ITEM
1A	Nomenclature of item being reported.
1B	Prime Vendor Catalog #
1C	Prime contractor/subcontractor/manufacturer/ distributor and addresses.
1D	Government inspection plant code, i.e., USDA establishment number.
1E	Contract/purchase order/delivery order number(s).
1F	Source of item, i.e., specific depot, supply point, direct vendor delivery, supply ship, etc.
1G	Date item received.
1H	Quantity of item received.
1J	Manufacturer's lot number(s), production code(s), or other coded information on unit containers and/or cartons.
1K	Date of manufacture/pack from unit container and/or cartons.
1L	Quantity of product on hold.
1M	Reason item is suspected to be hazardous.
1N	Symptoms of illness or death attributed to or suspected to be caused by the item, numbers of persons affected, and contact point for medical authority cognizant of the incident.
1O	Laboratories to which samples have been submitted for test. N/A for infestations (unless samples sent to NEPMU or DVEEC).

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NOTE #1

List of Navy Environmental and Preventive Medicine Units are as follows:

NAVENPVETMEDU SEVEN NAPLES IT
NAVENPVETMEDU TWO NORFOLK VA
NAVENPVETMEDU SIX PEARL HARBOR HI
NAVENPVETMEDU FIVE SAN DIEGO CA

NOTE #2

List of Navy Disease Vector, Ecology and Control Centers are as follows:

NAVDISVECTECOLCONCEN ALAMEDA CA
NAVDISVECTECOLCONCEN JACKSONVILLE FL

The symbol "NA" will be used to indicate nonavailability or nonapplicability of information. Every effort will be made to include an identifying contract number so that the item can be traced through the supply system.

5302 ALFOODACTS

Headquarters, Defense Supply Center, Philadelphia, is designated as sole worldwide agent for the Department of Defense to coordinate all hazardous food and non prescription drug recalls which may involve the services. All food items, including brand name procured by appropriated or nonappropriated fund activities, are involved in this recall system. The Consumer Safety Officer (CSO) transmits ALFOODACT messages only when an item is known to be a threat to public health, and is suspected or known to be in government supply channels WORLD WIDE. NAVSUPINST 10010.8 sets policy and guidance and assigns responsibilities. HQ, DPSC, issues a written message via AUTODIN transmission using a designator code ALFOODACT when advising food activities of status of a particular food item. Suspected items are to be identified and separated as quickly as possible. If required by the ALFOODACT message, reply to ALFOODACT messages by priority message to DSCP PHILADELPHIA PA/DSCP-HQ//. Ensure that all information transmitted is provided in the ALFOODACT message. This information is important to determine the scope/magnitude of the problem before warranty/recovery action begins and disposition instructions are issued by DSCP.

5303 FOOD ALERT MESSAGES

Food Alert messages are transmitted by the CSO to a localized area or customer group, i.e. Navy ships, Navy Exchanges, etc. The purpose of these messages is to keep the customers informed of ongoing hazardous food investigations or to provide information and disposition instructions on products which possess minimal health risk but are aesthetically unacceptable. When a product is known to be in supply channels and if short lists of military customers are involved, these locations will be notified by a FOOD ALERT MESSAGE. When there is any doubt about the distribution of a potentially hazardous item, an ALFOODACT will be transmitted. Food Service Officers and their representatives will respond to Food Alert messages in the same manner as ALFOODACTS. Instructions for the product disposition and reporting procedures will be transmitted in each Food Alert message.

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REPORT OF DISCREPANCY (ROD) (STANDARD FORM 364)

PAGE 1 OF 4									
REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION 06/29/98		2. REPORT NUMBER 001/98			
3. TO (Name and address, include ZIP Code) COMMANDER, DEFENSE PERSONNEL SUPPORT CENTER ATTN: DPSC-HQS (COCFF) 2800 S. 20TH STREET PHILADELPHIA, PA 17055-0791				4. FROM (Name and address, include ZIP Code) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888					
5a. SHIPPER'S NAME HEINTZ 208TH STREET PHILADELPHIA, PA 17055				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)			
7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.) DLA-134-98-C-444				7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requi- sition, Purchase Request, etc.) V2111181809H05			
9. SHIPMENT, BILLING, AND RECEIPT DATA					10. DISCREPANCY DATA			11. ACTION CODE	
NSN/PART NUMBER AND NOMENCLATURE (a)		UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN- TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (d)	ACTION CODE (e)
8950013893825 HOT SAUCE, PEPPER SAUCE, EXT HOT, 12		BT	120	120	48	1.24	59.52	C2	1E
12. REMARKS (Continue on separate sheet of paper if necessary) APPROXIMATELY TWO THIRDS OF THE PRODUCTS HAVE RUSTED CAPS									
<div style="display: flex; justify-content: space-between;"> 364-101 7540-00-159-4442 (Previous edition is obsolete.) STANDARD FORM 364 (REV. 2-80) </div>									

PAGE 2 OF 4	
REPORT OF DISCREPANCY (ROD)	
1. DISCREPANCY CODES	
<p>CONDITION OF MATERIAL</p> <p>C1 - In condition other than that indicated on release/receipt document</p> <p>C2 - Expired shelf life</p> <p>C3 - Damaged parcel post shipment</p> <p>SUPPLY DOCUMENTATION</p> <p>D1 - Not received</p> <p>D2 - Illegible or mutilated</p> <p>D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed)</p> <p>MISDIRECTED MATERIAL</p> <p>M1 - Addressed to wrong activity</p> <p>OVERAGE/DUPLICATE SHIPMENTS</p> <p>O1 - Quantity in excess of that on receipt document</p> <p>O2 - Quantity in excess of that requested (Other than unit of issue pack)</p> <p>O3 - Quantity duplicates shipment</p> <p>PACKING DISCREPANCY</p> <p>P1 - Improper preservation</p> <p>P2 - Improper packing</p> <p>P3 - Improper marking</p> <p>P4 - Improper unitization</p>	<p>PRODUCT QUALITY DEFICIENCIES</p> <p>Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only)</p> <p>SHORTAGE OF MATERIAL</p> <p>S1 - Quantity less than that on receipt document</p> <p>S2 - Quantity less than that requested (Other than unit of issue pack)</p> <p>S3 - Non-receipt of parcel post shipments</p> <p>ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)</p> <p>T1 - Missing</p> <p>T2 - Illegible or mutilated</p> <p>T3 - Precautionary operational markings missing</p> <p>T4 - Inspection data missing or incomplete</p> <p>T5 - Serviceability operating data missing or incomplete</p> <p>T6 - Warranty data missing</p> <p>WRONG ITEM (Identify requested item as a separate copy in item 9 above)</p> <p>W1 - Incorrect item received</p> <p>W2 - Unacceptable substitute</p> <p>OTHER DISCREPANCIES</p> <p>Z1 - See remarks</p>
2. ACTION CODES	
<p>1A - Disposition Instructions requested (Reply on reverse)</p> <p>1B - Material being retained (See remarks)</p> <p>1C - Supporting supply documentation requested</p> <p>1D - Material still required expedite shipment (Not applicable to FMS)</p> <p>1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS)</p> <p>1F - Replacement shipment requested (Not applicable to FMS)</p> <p>1G - Reshipment not required. Item to be re-requisitioned.</p> <p>1H - No action required. Information only</p> <p>1Z - Other action requested (See remarks)</p>	
13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL ELLIS, WILLIAM B 564-2590	14b. SIGNATURE <i>W.B. Ellis</i>
15. DISTRIBUTION ADDRESSEES FOR COPIES COMMANDING OFFICER NAVAL SUPPLY SYSTEMS COMMAND SUP51 5450 CARLISLE PIKE PO BOX 2050 MECHANICSBURG, PA 17055-0791	
<div style="display: flex; justify-content: space-between;"> 364-101 7540-00-159-4442 (Previous edition is obsolete.) STANDARD FORM 364 (REV. 2-80) </div>	

Figure 5-8

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UNSATISFACTORY MATERIAL REPORT (SUBSISTENCE) (DD FORM 1608)

UNSATISFACTORY MATERIAL REPORT (Subsistence)				1. DATE PREPARED (YYMMDD) 980629		PAGE 1 OF 2	
2A. NAME OF RECEIVING ACTIVITY NAVAL SUPPLY SYSTEMS COMMAND SUP51V				3A. NAME OF ORIGINATING ACTIVITY USS DUARTE (DDG 90)			
2B. ADDRESS (Include Street, City, State and ZIP Code) COMMANDING OFFICER NAVAL SUPPLY SYSTEMS COMMAND SUP51 5450 CARLISLE PIKE PO BOX 2050 MECHANICSBURG, PA 17055-0791				3B. ADDRESS (Include Street, City, State and ZIP Code) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888			
4A. ITEM NOMENCLATURE HOT SAUCE, PEPPER SAUCE, EXT HOT, 12						4B. SIS EVALUATION [] YES [x] NO	
5. NATIONAL STOCK NUMBER 8950013893825				6. SPECIFICATION NUMBER/IMPS NUMBER			
7a. NAME OF CONTRACTOR HEINTZ				8. SOURCE OF SHIPMENT (Depot, Distribution Point, Direct Delivery, etc.) PRIME VENDOR			
7B. PLANT ADDRESS (Include Street, City, State and ZIP Code) 101 MAIN STREET NEW YORK, NY 99887-2233							
9. CONTRACT NUMBER DLA-134-98-C-444		10. CONTRACTOR LOT NUMBER LOT #4, CODE D		11. PRODUCT CODE 9272, 9235, 924		12. DATE OF PACK (YYMMDD) 930412	
13. REQUISITION NUMBER V2111181809H05		14. DATE SUPPLIES RECEIVED 06/13/98		15. SIZE OF LOT/SHIPMENT A. CASES 20.0 B. UNITS 120		16. QUANTITY ON HAND 48	
FOR ALL USERS (Food Service, Commissary, Veterinary, Troop Issue Subsistence, Etc.)							
17. NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS PRODUCT IS WEAK TASTING, HAS LITTLE FLAVOR, IS THIN, WITH WATERY APPEARANCE. SOLIDS AND LIQUIDS IN PRODUCT HAVE SEPERATED AND WILL NOT MIX. APPROXIMATE LY TWO THIRDS OF THE PRODUCTS HAVE RUSTED CAPS.							
18. RECOMMENDATIONS PRODUCT HAS BEEN SURVEYED. RECOMMEND THAT OLD AGE STOCKS NOT BE ISSUED TO SHIPS.							
19A. NAME OF VERIFYING OFFICIAL (Last, First, MI) ELLIS, WILLIAM B.				19B. GRADE LTJG		19C. SIGNATURE	
19D. TELEPHONE NUMBER (A-AUTOVON C-COMM.) (A)564-2290 (C)(757) 444-2290				19E. TITLE FFSO		19F. DATE (YYMMDD) 980629	
DD Form 1608 82 SEP EDITION OF 1 APR 77 IS OBSOLETE S/N 0102-LF-001-6082							

UNSATISFACTORY MATERIAL REPORT (Subsistence)								PAGE 2 OF 2	
INSPECTION RESULTS (When appropriate, report can be forwarded by users without this section being completed)									
20A.	20B.	20C.	20D.	20E.	20F.	20G.	20H.	20I.	
TYPE OF EXAMINATION	INSPECTION LEVEL	AQL	CLASS OF DEFECT	ACCEPTANCE NUMBER	REJECTION NUMBER	SAMPLE SIZE	NUMBER OF DEFECTS OR DEFECTIVES	SAMPLE UNIT	
21A. TYPED NAME OF AUTHORIZED INDIVIDUAL				21B. GRADE		21C. SIGNATURE			
21D. TELEPHONE NUMBER (A-AUTOVON C-COMM.)				21E. TITLE		21F. DATE (YYMMDD)			
DD Form 1608 82 SEP EDITION OF 1 APR 77 IS OBSOLETE S/N 0102-LF-001-6082									

Figure 5-9

NAVSUP P-486 Volume I - Food Service Management

REQUEST FOR RESULTS OF TESTS
(DD FORM 1222)

REQUEST FOR AND RESULTS OF TESTS				PAGE NO. 1	NO. OF PAGES 1
SECTION A - REQUEST FOR TEST					
1. TO: (Include ZIP Code) COMMANDER DOD: VETERINARY SERVICE ATTN: MCVS-SCL BUILDING 2630 FT SAM HOUSTON TX 78234-6200			2. FROM: (Include ZIP Code) FOOD SERVICE OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		
3. PRIME CONTRACTOR AND ADDRESS (Include ZIP Code) HEINTZ 101 MAIN ST NEW YORK, NY 99887-2233 CONTRACT NUMBER DLA-134-98-C-444			4. MANUFACTURING PLANT NAME AND ADDRESS (Include ZIP Code) HEINTZ 2008 PARKWAY PL SPRINGFIELD ILL. 38790 P.O. NUMBER		
5. END ITEM AND/OR PROJECT HOT SAUCE		6. SAMPLE NUMBER 2	7. LOT NO. LOT #4 CODE D	8. REASON FOR SUBMITTAL SPECIAL TESTING	9. DATE SUBMITTED 06/30/98
10. MATERIAL TO BE TESTED HOT SAUCE	10a. QUANTITY SUBMITTED 2 BOTTLES	11. QUANTITY REPRESENTED 48		12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE	
13. PURCHASED FROM OR SOURCE PRIME VENDOR(MONARCH)		14. SHIPMENT METHOD (FASTEST METHOD)		15. DATE SAMPLED AND SUBMITTED BY W. B. ELLIS, LTJG, SC, USN	
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS. TESTED FOR SUITABILITY AND FIT-FOR-HUMAN CONSUMPTION					
17. SEND REPORT OF TEST TO SAME AS BLOCK 2, ALSO COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND, FOOD SERVICE DIVISION ATTN: SUP 51V, AND COMMANDER DEFENSE SUPPLY CENTER PHILIDELPHIA, DSCP-HQ.					
SECTION B - RESULTS OF TEST (Continue on plain white paper if more space is required)					
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED		3. LAB REPORT NUMBER	
4. TEST PERFORMED		RESULTS OF TEST		SAMPLE RESULT	REQUIREMENTS
DATE	TYPED NAME AND TITLE OF PERSON CONDUCTING TEST			SIGNATURE	

DD FORM 1222, FEB 62 (EF)

REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE.

Figure 5-10

NAVSUP P-486 Volume I - Food Service Management

SUSPECTED HAZARDOUS FOOD ITEM MESSAGE
SAMPLE

UNCLASSIFIED

PAAUZYUW 0011400-UUUU-RULSTGX
ZNR UUUUU
P R 011400Z JAN 93 ZYB
FM USS DUARTE
TO DSCP PHILADELPHIA PA // DSCP-HQ //
INFO COMNAVSUPSYSCOM MECHANICSBURG PA // 51V/51 //
BUMED WASHINGTON DC // JJJJ //
FISC SAN DIEGO CA // JJJ //
NAVENPVNTMEDU FIVE SAN DIEGO CA // JJJ //
BT
UNCLAS // N06260 // BUMED PASS TO 314 / 3112
MINIMIZE CONSIDERED
MSGID / GENADMIN / DUARTE //
SUBJ / SUSPECTED HAZARDOUS FOOD ITEM //
REF / A / DOC NAVSUP P-486 / 30JUN90 //
AMPN / VOL I, PARA 5301-3 //
POC / ENS W.B. ELLIS / FSO /-/-/TEL: DSN 526-1234 / TEL: COMM 619-556-1234 //
RMKS / 1. IAW REF A, INFORMATION ON THE FOLLOWING SUSPECTED HAZARDOUS
FOOD
ITEM IS FORWARDED:
A. SALAD DRESSING
B. 8950-00-205-0936
C. S&S SALAD DRESSING. 1205 5TH AVE., NY, NY 09591
PLANT ADDRESS: 28 S. ST., NEWARK, NJ 09900
D. N/A
E. DLA 13H-78-C-29A4
F. DDDC SAN DIEGO, CA
G. 10 MAY 92
H. 240 CANS
I. TYPE II, CLASS I, NO. 2.5, 24 CANS PER CASE
J. A3550, A3551
K. LOT #3550-MAR 92, LOT #3551-APR 92
L. LOT #3551-192 CANS
M. CANS OF SUSPECTED SALAD DRESSING APPEAR ABNORMAL
N. 25 OF 350 CREW HAVE SEVERE STOMACH CRAMPS, VOMITING, DIZZY,
SYMPTOMS DISAPPEAR WITHIN 24 HOURS, CDR JONES, FLT MED
LIAISON OFF. NAVREDMEDCOM SAN DIEGO, DSN 526-9876
O. ANALYSIS / LETTERMAN ARMY MEDICAL CENTER, PRESIDIO OF SAN
FRANCISCO, CA //
BT

Figure 5-11

PART E: POSTING AND PROCESSING RECEIPT DOCUMENTS

5400 PRICING AND PRICE ADJUSTMENTS

1. UNIT PRICES

a. General. The recordskeeper will post receipts to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) (paras. 5402 and 5403). Food items will be taken up at actual cost price on the NAVSUP Form 367, but will be carried at the unit price of the receipt, rounded off to the nearest cent on the NAVSUP Form 335.

b. Receipts on Unpriced Invoices. When food items are received on unpriced invoices, a dummy invoice will be prepared and the food items will be taken up at the last receipt price as shown on the NAVSUP Form 335. The dummy invoice will be attached to the unpriced invoice. When the priced invoice for the food item is received, the receipt unit price, rounded off to the nearest cent, will be the unit price for the item. The priced invoice will be attached to the related dummy invoice and, if required, an additional line entry will be posted on the NAVSUP Form 367 for any difference.

2. ROUNDING OFF PRICES. Unit prices for food items will be carried to four places to the right of the decimal when posted to the NAVSUP Form 335. Gains or losses by rounding off prices will be absorbed in the price adjustment at the end of the accounting period.

3. FORCED ISSUES AND SPECIAL PRICES

a. General. Centrally controlled and stocked food items occasionally are subject to near-overflow or excess stock conditions caused by maintaining prepositioned stocks for emergency conditions and unforeseen changes in usage patterns. Occasionally, to preclude losses to the government, demands must be generated for war reserve stocked items and usage must be accelerated on regular stocked items to alleviate overflow/excess stock positions. Usage may be increased by:

(1) forced issues, in which ashore activities are required to consume a given amount of near-overflow items within a prescribed consumption period, or

(2) offering of special-priced issues, in which the standard price of an excess item is reduced to encourage use by general messes.

b. Forced Issues. Forced issues of near-overflow prepositioned war reserve stock items and Defense Supply Center Philadelphia stock items will be handled on a direct turnover basis. The forced issue price may vary from no cost to the full standard price of the item. Packaged operational rations will be force issued at no cost. The following procedures will be followed when receiving forced issue food items:

(1) Separate NAVSUP Forms 335 will be maintained for each food item that was received at the reduced price. This includes assigning a local food item code.

(2) The fixed price posted on the separate NAVSUP Form 335 at the time of receipt will be the same as the last receipt price (reduced price the food item was received at). Annotate on the NAVSUP Form 335 "DSCP Reduced Price" or "(Navy supply source) Reduced Price" as a result of a forced issue and as applicable. If this is not done an erroneous price adjustment will result.

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Menus will be adjusted to ensure consumption of forced issues prior to their becoming unfit. The consumption period may be extended by not more than 30 days to provide for normal consumption of fresh counterpart items on hand. Should more than six months be required for consumption of forced issues, a request for extension will be submitted to the Navy Fleet Material Support Office with a copy to SUP 51, citing the conditions that make the extension necessary.

c. **Special-Priced Issues.** Food items, reduced in price by the Defense Supply Center Philadelphia and any of the Navy Supply Support Activities attempting to facilitate rotating stocks in long supply, are bargain priced and should be used to the fullest extent practicable without jeopardizing timely consumption of existing stocks on hand. The following procedures will be followed when requisitioning and receiving special-priced food items:

(1) separate NAVSUP Forms 335 will be maintained for each food item that was received at the reduced price, and

(2) the fixed price posted on the separate subsistence ledger at the time of receipt will be the same as the last receipt price (reduced price the food item was received at). Annotate on the NAVSUP Form 335 "DSCP Special Priced Issue" or "(Navy supply source) Special Priced Issue" as applicable.

5401 ERRONEOUS INVOICES

1. **GENERAL.** An erroneous invoice is an invoice that is received where the invoice quantity times the unit price does not equal the total dollar value.

2. **ERRONEOUS INVOICES FROM NAVY SOURCES.** When an invoice is received containing an error of \$5.00 or more, a corrected or credit invoice will be requested from the issuing activity. The error will be lined through on the original receipt document (Figure 5-12) without erasing the erroneous figure and the correct amount will be inserted and posted to the NAVSUP Forms 367. Upon receipt, the corrected or credit invoice will be attached to the original receipt and filed. Errors of less than \$5.00 will be posted as is to the NAVSUP Form 367 and the difference absorbed in the price adjustment at the end of the accounting period.

3. **ERRONEOUS INVOICES FROM SUBSISTENCE PRIME VENDORS.** Invoices will be corrected at the time of delivery.

4. **ERRONEOUS INVOICES FROM COMMERCIAL SOURCES.** When an invoice is received containing an error from a commercial vendor, regardless of dollar value, a corrected invoice will be requested. The error will be lined through without erasing the erroneous figure and the correct amount will be inserted and posted to the NAVSUP Form 367. Upon receipt, the corrected invoice will be attached to the original invoice and filed.

5402 POSTING THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

1. **GENERAL.** The Subsistence Ledger (NAVSUP Form 335) (Figure 5-13) is maintained by the recordskeeper and is used to record, by quantity only, receipts, expenditures (transfers, surveys, sales and issues), and the running balance on hand for each food item. A separate ledger will be prepared for each food item carried in stock. Each NAVSUP Form 335 will have the following information:

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<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Stock Number	13 digit stock number from the Prime Vendor Catalog or Master Item Identification List.
Item	Nomenclature as listed in the Prime Vendor Catalog or Food Item Code List.
Unit of Issue	Unit of issue as listed in the Prime Vendor Catalog or master Item Identification List.
High and Low Limit	In computing high and low limits, see para. 4003. These limits must be updated quarterly to reflect current usage and may be recorded in pencil with the date of update.
Fixed Price	Latest fixed price and date as listed in the current NAVSUPNOTE 7330.
Receipt Price	Latest receipt price and date rounded to the nearest whole cent as indicated on the latest receipt document.

2. POSTING THE RECEIPT QUANTITY

a. General. During the accounting period each receipt will be posted to the "Receipts" column as follows (Figure 5-13):

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Mo. & Day	Month and date the food item was received.
Receipts	Quantity of food item received as indicated on the receipt document.
On Hand	The sum of the receipt quantity and the previous on hand balance.

b. Overages from Navy Sources. Post quantity actually invoiced and on the next line post same date with excess quantity received using the dummy invoice (para. 5208-2) as the reference document (Figure 5-14).

c. Shortages from Navy Sources. Post quantity actually invoiced. Paras. 6001 and 6002 discuss posting, as a separate entry, the quantity not received (Figure 5-15).

d. Overages or Shortages from a Commercial Source. Post quantity actually received.

3. POSTING THE LAST RECEIPT PRICE. The last receipt price, if changed, will be posted to the NAVSUP Form 335 as follows (Figure 5-13):

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Mo. & Day	Month and day the food item was received if last receipt price changed from the last time the food item was received.

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Receipt Price

Post change in the last receipt price rounded to the nearest cent.

5403 POSTING THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

1. GENERAL. The NAVSUP Form 367 (Figure 5-16) is a document used to record all increases and decreases, by total money value, during an accounting period in the Food Service Officer's accountability. This document is maintained in the records office. Receipt transactions will be posted as indicated below

2. RECEIPT TRANSACTIONS. Receipt transactions recorded on the NAVSUP Form 367 will include:

- a. value of inventory carried forward (recorded as the first entry on the first day of the accounting period),
- b. receipts from a requisition document (as occurring),
- c. receipts from a purchase order document (as occurring), and
- d. receipts from transfer (as occurring).

Receipts must be classified as "receipts with charge" or "receipts without charge" when posting to NAVSUP Form 367. "Receipts with charge" cause a reduction in Navy Subsistence Appropriation funds. "Receipts without charge" are subsistence products received from other Navy sources where Navy Subsistence Appropriation funds have previously been charged. The following table is a guide for determining if a receipt is "with" or "without" charge.

<u>Type of Transaction</u>	<u>Type of Receipt</u>
Subsistence Prime Vendor	With Charge
Ships Store	With Charge
commercial sources	With Charge
Navy stock points (FISC)	With Charge
Stores Ships (TAFS, AOE, AOR)	With Charge
other government agencies (DSCP, USA, USAF, USCG)	With Charge
from one General Mess to another	Without Charge
from a non-stores ship (e.g. submarine from submarine tender)	Without Charge

3. POSTING TRANSACTIONS

a. Heading. In the upper right hand corner insert activity name, hull number and UIC code.

b. Inventory. The first entry on the NAVSUP Form 367 will be the total money value of the inventory brought forward from the previous accounting period. The first entry for a fleet ballistic missile (FBM) submarine will be the total money value of the inventory transferred between the blue and gold crews on the Requisition and Invoice/Shipping Document (DD Form 1149). FBMs will post this total value next to the caption "Inventory BF".

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c. Recording Receipts. The total money value of receipts will be posted to the NAVSUP Form 367 as occurring as outlined in subpara. 3d. Shortages in shipment will be handled in accordance with para. 5207. Material received without an invoice will be handled the same as an overage in shipment in accordance with para. 5208. Delivery documents for food items received under indefinite delivery type contracts may be posted as occurring or posted as a single total entry on the last day of each month. Postings will not be delayed because of nonreceipt of the vendor's invoice. When necessary, an adjustment will be made in the same manner as for material received without an invoice as prescribed in para. 5208.

d. Posting Receipts

(1) Receipt documents will be posted as they occur as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Mo. & Day	Month and day the food items were received.
Source	Activity from where the food items were received.
Document Number	First Column: Julian date of the requisition number from the requisition/purchase document. Second Column: 9 plus the food-item code of the first line item on the requisition/purchase document. Third Column: 9 plus the food-item code of the last line item on the requisition/purchase document. When posting requisition/purchase documents containing only one item, the third column will be left blank.
Value	The total dollar value of the receipt(s) from a single source, on the same day with the same requisition/ purchase number.

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ANNOTATING AN ERRONEOUS INVOICE FROM NAVY SOURCES

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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Errors of \$5.00 or more will be lined through and the correct amount will be inserted

52.80

~~72.80~~

1

DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 5-12

NAVSUP P-486 Volume I - Food Service Management

POSTING A RECEIPT TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

F82720001 TIME: 18:13
NAVAL STATION DUARTE (V21111)

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

STOCK NO. 8925010607495 ITEM H29

NAVSUP FORM 335

1998		RECEIPTS		EXPENDITURES		ON HAND		1998		RECEIPTS		EXPENDITURES		ON HAND	
MO.	DAY	ISSUED	CUM. TOTAL	OTHER	ON HAND	MO.	DAY	ISSUED	CUM. TOTAL	OTHER	ON HAND	MO.	DAY	ISSUED	CUM. TOTAL
04	01				29.00										
04	08	1.00	1.00		28.00										
04	10	1.00	2.00		27.00										
05	22			OTH 5.00	22.00										
06	08	12.00	14.00		10.00										
06	09	24.00			34.00										
06	09	11.00	25.00		23.00										
06	10	5.00	30.00		18.00										
06	11	4.00	34.00		14.00										
06	12	2.00	36.00		12.00										
06	12			OTH 6.00	6.00										
06	16	24.00			30.00										
06	19	2.00	38.00		28.00										
06	27	1.00	39.00		27.00										
06	30	30.00			57.00										
06	30			OTH 7.00	50.00										

* Use to extend issues to General Mess.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; R1 = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; T1 = TRANSFER IN; SM = SPECIAL MEAL
***** END OF REPORT *****

Use to extend inventory and to price sales and transfers.

Post actual quantity received and add to the "on hand" balance

DOC IDENT. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

AOA NDZ 3 8925 010607495 LB 00189 1111 8181 9H29 N00031 B PZ 9M EP512 181

SHIPPED FROM 00189 FISC NAREYK SHIP TO 01111 H29 DUARTE (DDG 90)

WAREHOUSE LOCATION A

POST last receipt price if different from previous receipt

RECEIVED BY AND DATE AS. East 30 Jun 98

INSPECTED BY AND DATE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS "I hereby acknowledge receipt of items listed hereon for which I hold myself responsible to the United States government"

Name B.B. Washington

Rate MS² Date 29 Jun 98

DD FORM 1348-1

13 TRANSPORTATION CHARGEABLE TO 14 BLADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 84 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT 1

Figure 5-13

NAVSUP P-486 Volume I - Food Service Management

POSTING AN OVERAGE FROM NAVY SOURCES TO THE SUBSISTENCE LEDGER

DD FORM 1348-1

AOA NDZ 3,8915, 010888749 LB 00040V 21111, 8174, 9V03, N 00031 B PZ 9M EP512 174

00189 FISC NORFOLK 21111 USS DUARTE (DDG 90)

WAREHOUSE LOCATION: TYPE OF CARGO: UNIT WEIGHT: UNIT CUBE: U F C: N M F C: FREIGHT CLASSIFICATION: NOMENCLATURE: SUBSTITUTION DATA (ITEM ORIGINALLY REQUESTED): ITEM NOMENCLATURE: SELECTED BY AND DATE: TYPE OF CONTAINERS: TOTAL WEIGHT: RECEIVED BY AND DATE: INSPECTED BY AND DATE: PACKED BY AND DATE: NO. OF CONTAINERS: TOTAL CUBE: REMARKS: FIRST DESTINATION ADDRESS: BB: CC: DD: EE: FF: 13 TRANSPORTATION CHARGEABLE TO: 14 BUILDING, AMB, OR RECEIVER'S SIGNATURE: DATE SHIPPED: 15: 16: 17: 18: 19: 20: 21: 22: 23: 24: 25: 26: 27: 28: 29: 30: 31: 32: 33: 34: 35: 36: 37: 38: 39: 40: 41: 42: 43: 44: 45: 46: 47: 48: 49: 50: 51: 52: 53: 54: 55: 56: 57: 58: 59: 60: 61: 62: 63: 64: 65: 66: 67: 68: 69: 70: 71: 72: 73: 74: 75: 76: 77: 78: 79: 80: 81: 82: 83: 84: 85: 86: 87: 88: 89: 90: 91: 92: 93: 94: 95: 96: 97: 98: 99: 100: 101: 102: 103: 104: 105: 106: 107: 108: 109: 110: 111: 112: 113: 114: 115: 116: 117: 118: 119: 120: 121: 122: 123: 124: 125: 126: 127: 128: 129: 130: 131: 132: 133: 134: 135: 136: 137: 138: 139: 140: 141: 142: 143: 144: 145: 146: 147: 148: 149: 150: 151: 152: 153: 154: 155: 156: 157: 158: 159: 160: 161: 162: 163: 164: 165: 166: 167: 168: 169: 170: 171: 172: 173: 174: 175: 176: 177: 178: 179: 180: 181: 182: 183: 184: 185: 186: 187: 188: 189: 190: 191: 192: 193: 194: 195: 196: 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NAVSUP P-486 Volume I - Food Service Management

POSTING A SHORTAGE FROM NAVY SOURCES TO THE SUBSISTENCE LEDGER

F8272001 TIME: 21:54
NAVAL STATION DUARTE (V21111)

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

STOCK NO. 8905007823190

ITEM Q95, FRANKFURTERS, 1-2 LB

NAVSUP FORM 335

PAGE: 1

HIGH LIMIT: 379		LOW LIMIT: 177		UNIT OF ISSUE: LB		EXPENDITURES		ON HAND		EXPENDITURES		ON HAND	
MO.	DAY	RECEIPTS	ISSUED	GENERAL MESS CUM. TOTAL	OTHER	MO.	DAY	RECEIPTS	ISSUED	GENERAL MESS CUM. TOTAL	OTHER	MO.	DAY
1998	04 01	BBF				1998	06 09	144.00				1998	06 09
	04 01		4.00	4.00			06 10		36.00	313.00			06 10
MO. & DAY	*FIXED PRICE		20.00	24.00			06 18		24.00	337.00			06 18
04/01	1.28		24.00	48.00			06 22		24.00	361.00			06 22
			11.00	59.00			06 29	48.00					06 29
1998	04 18		20.00	79.00			06 30	120.00					06 30
MO. & DAY	#REC/P/T PRICE		13.00	92.00			06 30				\$ 20.00		06 30
BF	1.3293												
06/30	1.3900		48.00										
			05 04	25.00									
			05 07	48.00									
			05 07	14.00									
			05 13	8.00	149.00								
			05 14	4.00	149.00								
			05 15	24.00	173.00								
			05 19	20.00	193.00								
			05 27	9.00									
			05 27	24.00									

Post quantity actually invoiced on first line

Details on posting quantities not received are outlined in paras. 6001 and 6002

DOC IDENT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

AOA NDZ 3 8905 007823190 LB 00120V 21111 8181 9H22 N 00031 B PZ 9M EP512 181

SHIPPED FROM 00189 FISC NORFOLK

SHIPP TO 21111 USS DUARTE (DDG 90)

MARK FOR PROJECT

TOTAL PRICE 1 39

166 80

WAREHOUSE LOCATION TYPE OF CARGO UNIT PACK UNIT WEIGHT UNIT CUBE UFC N MFC FREIGHT RATE DOCUMENT MAT CONG QUANTITY

SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE TYPE OF CONTAINER(S) TOTAL WEIGHT RECEIVED BY AND DATE INSPECTED BY AND DATE

PACKED BY AND DATE NO. OF CONTAINERS TOTAL CUBE WAREHOUSED BY AND DATE WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS DATE SHIPPED

TRANSPORTATION CHARGEABLE TO BLADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 84 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

DD FORM 1348-1

Figure 5-15

NAVSUP P-486 Volume I - Food Service Management

POSTING RECEIPTS TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 12:52 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 07 JUL98

RECORD OF RECEIPTS AND EXPENDITURES (4442) U.S. DUARTE (DDG 90) COMMANDING OFFICER U.I.C. V2111
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670 FPO-AE 28882-1888

RECEIPTS						EXPENDITURES				
*1998		SOURCE	DOCUMENT NO.			VALUE	*1998		ACTIVITY/ PURPOSE	DOCUMENT NO.
Mo.	Day						Mo.	Day		
6	23	MARVA MAID DAIRY	8174	9U93	9207	124.9280				
6	23	MONARCH	8174	9V03		60.8000				
6	26	KOTARIDES BAKING	8177	9W67		327.1500				
6	29	DOUGHTIES	8170	101	9X88	1,201.4678				
6	29	MARVA MAID DAIRY	8152	9U93		200.4000				
6	29	MONARCH	8180	101	9H22	52.8000				
6	30	MARVA MAID DAIRY	8152	9U93		200.4000				
6	30	MONARCH	8181	103	9H29	646.5000				
6	30	MONARCH	8181	104	9Q95	166.8000				
6	30	TOTAL				75,070.6758				

* Receipt Without Charge # Transfer With Reimbursement

Julian date of requisition

Food item code of the first food item preceded by "9"

Food item code of the last food item preceded by "9"

Total dollar value of all receipts with the same requisition number

Figure 5-16

PART F: DISTRIBUTION OF RECEIPT DOCUMENTS

5500 DISTRIBUTION OF RECEIPT DOCUMENTS FROM DLA AND NAVAL ACTIVITIES

Food items which are received from Navy activities will normally be documented by a Requisition and Invoice/Shipping Document (DD Form 1149), DoD Single Line Item Release/Receipt Document (DD Form 1348-1), or other type as provided by the supplying activity. At least two copies of a receipt document will be received. The copies will be distributed as follows:

- a. Original - signed by the bulk storeroom custodian and placed in the accountability file. Incoming material file copy may be discarded at this time.
- b. Copy - signed by the receipt inspector and placed in the receipts with charge file (receipts from a supply activity) or receipts without charge file (receipts from another end user). This copy will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), the Record of Receipts and Expenditures (NAVSUP Form 367). Outstanding requisition file copies may be discarded at this time.
- c. Remaining copies - may be discarded.

5501 DISTRIBUTION OF RECEIPT DOCUMENTS FROM COMMERCIAL SOURCES

1. FAST PAY PROCEDURES APPLICABLE. The DD Form 1155 will be distributed as follows when fast pay procedures apply:

- a. Definite Delivery DD Form 1155
 - (1) At time of Receipt and Pending Receipt of a Copy of the Dealer's Bill
 - (a) Copy - signed by the bulk storeroom custodian and placed in the Accountability File.
 - (b) Copy - signed by the receipt inspector and placed in the Receipts with Charge File. This copy will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), and the Record of Receipts and Expenditures (NAVSUP Form 367).
 - (c) Remaining copies - retained in the Outstanding Purchase Order File pending receipt of a copy of the dealer's bill.
 - (2) Upon Receipt of the Dealer Bill
 - (a) Copy from the Accountability File will be stamped with bill paying information (para. 5601-1c) and re-filed in the Accountability File until the end of the quarter.
 - (b) Copy - Completed Purchase Order File.
 - (3) At the End of the Quarter
 - (a) Copy from the Accountability File will be placed in the retained returns.
 - (b) Copy from the Receipts with Charge File may be discarded.

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b. Indefinite Delivery DD Form 1155. After the bulk storeroom custodian has signed each delivery ticket acknowledging responsibility for the food items, it will be filed in the accountability file and the total amount of the delivery noted on the DD Form 1155 at the end of the month. When final delivery has been made, distribution of the DD Form 1155 will follow the procedures as outlined in subpara. 1a. (NOTE: If the total quantity actually received during the month exceeds the quantity ordered on the DD Form 1155, a Standard Form 30 will also be completed for the quantities received in excess of the requested amount in accordance with para. 5208-3. Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155).

2. FAST PAY PROCEDURES NOT APPLICABLE. The DD Form 1155 will be distributed as follows when fast pay procedures are not applicable:

a. Definite Delivery DD Form 1155

(1) At time of Receipt and Awaiting Dealer's Bill

(a) Copy - signed by the bulk storeroom custodian and placed in the Accountability File.

(b) Copy - signed by the receipt inspector and placed in the Receipts with Charge File. This copy will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), and the Record of Receipts and Expenditures (NAVSUP Form 367).

(c) Remaining copies - retained in the Outstanding Purchase Order File pending receipt of the dealer's bill.

(2) Upon Receipt of the Dealer Bill

(a) Copy from the Accountability File will be stamped with bill paying information (para. 5601-2b) and re-filed in the Accountability File until the end of the quarter.

(b) Two copies (one with original certification) - attached to the original and three copies of the dealer's bill and forwarded to the appropriate paying activity (DFAS).

(c) Copy - completed Purchase Order File.

(3) At the End of the Quarter

(a) Copy from the Accountability File will be placed in the retained returns.

(b) Copy from the Receipts with Charge File may be discarded.

b. Indefinite Delivery DD Form 1155. After the bulk storeroom custodian has signed each delivery ticket acknowledging responsibility for the food items, it will be filed in the accountability file and the total amount of the delivery noted on the DD Form 1155 at the end of the month. When final delivery has been made, distribution of the DD Form 1155 will follow the procedures as outlined in subpara. 1a. (NOTE: If the total quantity actually received during the month exceeds the quantity ordered on the DD Form 1155, a Standard Form 30 will also be completed for the quantities received in excess of the requested amount in accordance with para. 5208-3. Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155).

PART G: PROCESSING DEALER'S BILLS FOR PAYMENT

5600 PROMPT PAYMENT ACT

Under the provisions of the Prompt Payment Act (Public Law 97-177), federal agencies are required to pay interest penalties for late payment of a proper dealer's invoice. In the interest of better business relationships with vendors, improved efficiency of the bill paying functions and reduced cost of goods and service, all activities with procurement authority are required to certify and forward proper invoices promptly to the paying activity specified in the purchase order. For most purchases, payment is due within 30 days of the date of acceptance of material/services or receipt of invoice, whichever is later, unless another date is specified in the contract. In order for the paying activity to comply with the above time frames, all activities are required to submit invoices for payment within five working days following certification and acceptance of the goods or services.

5601 PAYMENT OF DEALER'S BILLS IN CONUS

1. FAST PAY PROCEDURES APPLICABLE

a. Payment to the Vendor. The Fast Pay and Certificate of Conformance Procedures are designed to expedite payment to the vendor. Under these procedures, a dealer's bill is paid when the vendor can certify delivery of food items to a common carrier or shipment via other means to the point of first receipt by the government. Payment for food items will be made upon submission by the vendor to the paying activity of the following:

- (1) original and one copy of the purchase order,
- (2) proof of delivery or shipment, and
- (3) original and three copies of the dealer's bill.

One copy of each dealer's bill will be forwarded to the activity.

b. Checking Dealer's Bill. Upon receipt, the copies of all dealer's bills will be annotated with the date the bill is actually received on board. The copy of a dealer's bill will be checked by the Food Service Officer against the copy of the purchase order in the Accountability File. The dealer's bill will be checked to ensure that:

- (1) items listed on the dealer's bill are the same as the items received on the purchase order,
- (2) quantities billed are the same as the quantities received, and
- (3) the prices listed on the dealer's bill are the same as the prices on the purchase order.

Discrepancies in quantities billed by dealers or incorrect prices will be reported immediately to the vendor and the appropriate Defense Finance and Accounting Service activity.

c. Document Distribution. After the copy of the dealer's bill has been checked, the retained copy of the DD Form 1155 from the Outstanding Purchase Order File awaiting

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dealer's bill will be placed in the Completed Purchase Order File along with the copy of the dealer's bill. The following information will be stamped or typed on the copy of the DD Form 1155:

DATE MATERIAL RECEIVED
DATE DEALER'S BILL RECEIVED
NUMBER OF DEALER'S BILL
DATE FORWARDED FOR PAYMENT
PAYING ACTIVITY

In the "Date forwarded for payment" block, "Fast Pay" will be entered.

2. FAST PAY PROCEDURES NOT APPLICABLE

a. Checking Dealer's Bills. Upon receipt, all dealer's bills will be annotated with the date the bill is actually received on board. The dealer's bill will then be checked by the Food Service Officer against the two copies of the purchase order in the Accountability File awaiting dealer's bill. The dealer's bill will be checked to ensure that:

(1) items listed on the dealer's bill are the same as the items received on the purchase order,

(2) quantities billed are the same as the quantities received, and

(3) prices listed on the dealer's bill are the same as the prices on the purchase order.

All dealer's bills will be forwarded to the paying activity within five days from the date of receipt of the material or the dealer's bill, whichever is later. Food Service Officers will take necessary action to ensure that dealer's bills are forwarded within the prescribed time. If a dealer's bill is incorrect, the vendor will be notified and a corrected bill requested. If the corrected dealer's bill is not received within five days or prior to the ship's departure from the area, the incorrect dealer's bill will be processed for payment. The paying activity will pay only that part of the bill that agrees with the certified purchase order.

b. Document Distribution. After the dealer's bill has been checked by the Food Service Officer, the following will be forwarded to the paying activity:

(1) two certified copies of the purchase order in the Accountability File awaiting the dealer's bill, and

(2) original and three copies of the dealer's bill.

A copy in the Outstanding Purchase Order File will be stamped with the following information and placed in the Completed Purchase Order File with a copy of the dealer's bill:

DATE MATERIAL RECEIVED
DATE DEALER'S BILL RECEIVED
NUMBER OF DEALER'S BILL
DATE FORWARDED FOR PAYMENT
PAYING ACTIVITY

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5602 PAYMENT OF DEALER'S BILLS OUT CONUS

1. GENERAL. Payment of dealer's bills for food items from foreign vendors will be made under the terms of current contracts and following fleet and force commander's instructions covering foreign purchases. Dealer's bills will be processed following para. 5601-2. The bill will be submitted to the ship's disbursing officer unless payment by another official is required.

2. DISBURSING OFFICER MAKES PAYMENT. When a dealer's bill is received from a foreign vendor, it will be paid by the ship's disbursing officer unless payment by another official is required. To support payments by the ship's disbursing officer, the Food Service Officer will provide the following documents:

- a. two certified copies of the purchase order in the Accountability File awaiting the dealer's bill, and

- b. original and three copies of the dealer's bill.

3. PAYING ACTIVITY MAKES PAYMENT. If payment cannot be made by the disbursing officer, the following will be forwarded under a letter of transmittal to the activity designated to pay the bill:

- a. two certified copies of the purchase order in the Accountability File awaiting the dealer's bill, and

- b. original and three copies of the dealer's bill.

5603 PRECAUTIONS AGAINST DUPLICATE PAYMENTS

Duplicate payments for food items can occur when an activity provides vendors with duplicate original purchase orders. The Food Service Officer must not prepare a duplicate DD Form 1155 until verifying the following:

- a. check for a retained copy of the DD Form 1155 and a copy of the dealer's bill in the Completed Purchase Order File, and

- b. check with the appropriate Defense Finance and Accounting Service activity to ensure payment has not already been made, or that the original DD Form 1155 has not already been received.

5604 DISCOUNTS ON DEALER'S BILLS

Dealer invoices offering discounts upon payment within the discount period will be processed immediately and forwarded to the disbursing officer or to the Defense Finance and Accounting Service designated in the purchase document for preparation and payment of the public voucher. Afloat activities will process the invoices as prescribed by NAVSUP P-485. Ashore activities will process the invoices in accordance with the Naval Supply Systems Command Manual, para. 23109.

PART H: STOWAGE

5700 STOWAGE

1. GENERAL. Care will be taken to keep food items away from areas where asphalt, fuel, creosote, or lubricating oils are present. Smoking in food storage spaces will be prohibited to avoid fire and to prevent certain food items from absorbing the odor of smoke. Under normal conditions, food items will be stored in their original containers. Items in damaged containers or bags will be issued immediately if they are fit for human consumption; otherwise, they will be surveyed. If there is any doubt about the fitness of food for human consumption, the item will be inspected by medical representatives, including veterinary personnel, if available, and surveyed if found to be unfit. All items will be inspected regularly for signs of damage, spoilage, insect infestation, or rodent contamination (that is, perishables daily and semi-perishables on a cyclical basis as required). If heat pipes are present, they should be well insulated to prevent the transfer of heat to stored food items. Storage areas, especially chill and freeze spaces, and refrigeration equipment should be painted with quick-drying, odor-free paint to avoid absorption of paint odors by food items.

2. ARRANGEMENT AND PRESERVATION. Storerooms in which food items are stored will be kept clean and clear of unnecessary traffic and unpleasant odors and arranged in a neat and orderly fashion. Bulk food should be stowed by item and date of manufacture or date of receipt to facilitate breakouts, inventories and proper rotation of stock. Case lots should be stowed on grating and not be placed directly on the deck. Open spaces will be provided between stacks of cases or pallets. Space will also be provided between cases and structural obstructions (such as steam pipes) to permit maximum ventilation. Stagnant air is detrimental to perishable items.

3. ISSUING AND ROTATION. The oldest food supplies on hand in the bulk storeroom should be issued first. Generally, it is "first in, first out". However, when deployed overseas, food supplies may be received from Combat Logistic Force (CLF) ships which were manufactured before the stock procured in the United States when loading out. Manufacturers' age codes are especially important in this case as they indicate the date of manufacture. In this instance, the "new" food supplies received are actually older than the food supplies already in the bulk storeroom and should be issued first.

4. SPECIAL STORAGE PRECAUTIONS. Storage guidance contained herein is based on the availability of adequate storage facilities designed to give the normal range of protection for various types of food items. If food items are stored in other than normal facilities (such as rail cars, portable reefers, or substandard storerooms), food service personnel must exercise special and continuous close surveillance over such spaces to insure that prescribed storage temperatures are constantly maintained to prevent damage to products stored. Severe deviations from normal storage temperatures should not be tolerated.

5. FRESH ITEMS. Fresh items will be handled expeditiously to reduce their exposure to weather elements and will be kept free of foreign materials that could cause spoilage. Citrus fruits, onions, tomatoes, cabbages, cantaloupes, and celery should not be stored with eggs or butter or in rooms where it is possible for odors from such fruits and vegetables to be absorbed. All fast moving food and drink items must be kept refrigerated at the proper

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temperature except when being prepared or served. The following conditions for storage will be observed:

- a. All refrigerated spaces will be kept in a clean, neat, and orderly manner,
 - b. Stocking should start from the bulkheads and work inward toward the center, starting at least four inches in from the bulkheads or coils, and
 - c. Overloading the storerooms decreases the efficiency of the cooling equipment, makes cleaning more difficult, and provides the opportunity for other sanitation problems to arise.
6. **FROZEN ITEMS (FRUITS, VEGETABLES, MEATS, AND DAIRY PRODUCTS).** Upon delivery, frozen fruits and vegetables should be transferred promptly to a low temperature storage space. The temperature of the load will be checked upon arrival by checking internal temperatures of items selected at random throughout the load.

5701 AIR CIRCULATION

Air circulation in a storeroom, plus proper temperature and humidity, plays an important part in the correct storage of fresh and frozen foods. The use of a fan or duct system is helpful in maintaining good circulation in all parts of the room. Generally, when the recommended temperature in all parts of the refrigerated space is the same and is maintained within the stocks in the freezer space, the circulation of air may be considered adequate. Storerooms containing fresh fruits and vegetables do not usually require outside air, but when the compartment is kept tight at temperatures of 40°F. or higher, the carbon dioxide given off by the fruits and vegetables will sometimes reach a high level. If this condition should occur, a supply of fresh air should be let into the room before personnel are allowed to work there. The use of Ethylene Absorber Blankets is strongly encouraged to also reduce ethylene gas levels and prolong the storage life of perishable foods.

5702 STORAGE LIFE OF FROZEN PERISHABLE FOOD ITEMS

1. **GENERAL.** Frozen perishable food items can be considered shelf-stable because of their long shelf life. A storage temperature of 0°F is generally considered desirable when storing frozen food items. All frozen food items will deteriorate with time, at a rate that largely depends on the sum of all the time-temperature experiences. Frozen food items become less stable and are likely to deteriorate faster when stored at temperatures in excess of 0°F. As a rule of thumb, for every 18°F rise in temperature, the rate of deterioration can double, triple, or quadruple, depending on the item. The effect of excessive temperature changes on quality is cumulative, therefore, frequent inspections during storage are essential. When inspections of frozen food items show signs of deterioration, efforts should be taken to assure the item is suitable for intended use and immediate issue. This will keep losses at a minimum. Rotation of frozen food items is extremely important. Frozen items should not be allowed to accumulate in storage, and a first in-first out (FIFO) policy should be strictly followed. Issues of frozen food items must be based on results of inspection performed by a veterinary food inspector or a designated representative of the medical department when a product's suitability for intended use is suspected.

2. **OPTIMAL CONDITIONS.** Storage temperature for all frozen perishable food items will not exceed 0°F. During shipment the temperature will not be higher than 10°F. The approximate storage life, elapsed time from date of pack to date of issue for consumption as listed in the

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table in Appendix I, is based on the assumption that products delivered to the government were processed and procured in accordance with DoD procurement requirements and were in good condition at time of delivery.

3. **LESS THAN OPTIMAL STORAGE CONDITIONS.** The storage life of frozen food items is greatly reduced when stored in temperatures greater than 0°F. Such storage conditions will cause either an unacceptable product or one of reduced quality. Thawed food items must not be refrozen to prolong shelf life. The items will be consumed immediately or discarded, dependent upon inspection results.

5703 FREEZING POINT, STORAGE TEMPERATURE AND STORAGE LIFE OF CHILLED PERISHABLE FOOD ITEMS

Bulk storeroom storage temperature for chilled perishable food items is generally within the temperature range of 33°-36°F. For some items, better quality is maintained at temperatures higher or lower than this range and are shown in Appendix F with the accepted storage temperature. The approximate storage life data, elapsed time from date of pack to date of issue for consumption, is based on the assumption that products delivered to the government were processed and procured in accordance with current specifications and were in good condition at time of delivery. Some items are damaged by slow freezing; for those items the average freezing points are also listed in the table in Appendix F. Reach-in refrigerators used for short term storage of chilled perishable food items should be maintained with a temperature range of 34°-40°F.

5704 STORAGE OF SEMI-PERISHABLE FOOD ITEMS

1. **GENERAL.** The term "semi-perishable food items" refers to food items that are canned, dried, dehydrated, or otherwise processed to the extent that such items may, under normal conditions, be stored in non-refrigerated spaces. Although semi-perishable food items are not nearly as susceptible to spoilage as perishable food items, spoilage can and will occur if the products are mishandled, improperly stored, or stored for long period of time. The length of storage should be based on the date of pack and not on the date of receipt.

2. STORAGE CONDITIONS

a. **General.** The optimum storage conditions for most semi-perishable food items are clean, cool, dry, well ventilated storage areas. High temperature and high humidity accelerate spoilage by promoting the deterioration of containers and the growth of bacteria in the food product. Freezing is detrimental to the quality of products with a high water content but most items remain edible after having been frozen and thawed. Infestation by rodents and insects can cause great damage to items packaged in bags, boxes and cartons. Such items also tend to absorb odors and lose flavor. This is especially true in storage areas that lack adequate ventilation.

b. Physical Environmental Factors

(1) **Freezing.** Dry products such as flour, sugar, and dehydrated foods ordinarily are not injured by freezing. The usefulness and palatability of wet-packed items likewise is not affected by freezing, although their physical appearance may suffer due to softening of their texture. Emulsions, such as canned cheese, prepared mustard and cream soups, will be destroyed by freezing although the food is not spoiled.

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(2) High Temperatures. High storage temperatures encourage bacteria and mold growth, insect infestation, and are particularly dangerous when accompanied by high humidity. In addition, natural chemical action is accelerated, causing rancidity in many items. This is due to food acids present within the cans becoming activated and results in pinholing, blackening of the interior, and hydrogen swells. High temperature is the chief cause of accelerated spoilage in canned foods and should be controlled when possible by providing adequate ventilation.

(3) Moisture (Humidity). High humidity is detrimental to stored food items in many respects in that it accelerates the growth of bacteria and mold, promotes insect infestation, and causes mustiness in flour, rice, and similar foods. High humidity will also cause caking of products that absorb moisture, such as salt and sugar. Moisture also causes rusting of cans. Rust, unless it actually penetrates the can causing leakage, will not harm the content or in itself serve as a reason for survey.

3. OVERAGED STOCK. The safe storage period for dry subsistence varies with the type of product, storage temperatures, humidity control, handling care, protection from weather, and type of packaging and packing. The maximum shelf life of all food items will be decreased by extremes in temperature and humidity. Food items will be considered overaged when stored in excess of the keeping times as shown in the storage table in Appendix F. However, items will not be surveyed unless determined to be unfit for human consumption by a qualified inspector; for example, Army or Air Force veterinary personnel, senior medical officer, or Navy preventive medicine unit personnel.

4. IDENTIFICATION OF SPOILED ITEMS. A change in color of a food product indicates a loss of quality and may also indicate spoilage. Unpleasant odors and flavors are the best indications of spoilage without submitting the item to a qualified laboratory for examination. Swollen cans, referred to as swellers, springers and flippers, depending on the degree of gas formation, are caused by chemical or bacterial action, or overfilling. Regardless of the suspected cause, cans having such defects should be separated and placed on hold status. Items suspected of being unfit for human consumption will be inspected by the Army veterinary technicians when assigned, senior medical representative, Navy preventive medicine unit, or station sanitation officer, for confirmation of the unsatisfactory condition prior to initiating survey action.

5. ROTATION OF SEMI-PERISHABLE FOOD ITEMS. The storage tables in Appendix F also provide guidance for rotation of semi-perishable food items. The keeping times shown are average keeping times for products stored at 70°F. Keeping times will be reduced by approximately 50% if storage temperatures are maintained at 90°F and will be increased approximately 100% if stored at 40°F.

PART I: HANDLING OF FRUITS, VEGETABLES, MEATS, ANIMAL PRODUCTS AND GARBAGE ABOARD NAVY SHIPS AND AIRCRAFT RETURNING FROM FOREIGN OR OFFSHORE UNITED STATES PORTS

5800 GENERAL

1. SECNAVINST 6210.2 (series) directs conformance with regulations of the United States Departments of Health and Human services, Agriculture, Treasury, and Commerce. The Government regulations are intended to prevent the introduction and dissemination, domestically or elsewhere, of diseases of humans, plants and animals, prohibited or illegally taken wildlife, arthropod vectors, and pest of health and agricultural importance. Introduction and dissemination of these products in to the United States and its territories, commonwealths, and possessions may occur by movements of U.S. Military ships, aircraft, or other transport of the Armed Forces arriving at or leaving military installations in the United States and foreign countries, or ports or other facilities under the jurisdiction of the aforementioned Federal agencies.
2. Commanders are responsible to maintain liaison with local representatives of Plant Protection and Quarantine (PPQ) and Veterinary Services of Animal and Plant Health Inspection Service (APHIS), United States Department of Agriculture (USDA), as well as other appropriate government agencies. Inspectors of these agencies will be notified by the commanders in advance, so far as it is practical, of the arrival or departure of any vessel under the purview of established regulations.

5801 INSPECTION

1. An inspector or a designated representative of the USDA will board U.S. Military ships and aircraft, at the first United States port of entry to inspect for fruits, vegetables, and meat that have been grown, produced, or processed outside the United States to include Hawaii, Guam, Puerto Rico, and the U.S. Virgin Islands. If fruits, vegetables, and meat are found, the inspector will determine what disposal or safeguard action is necessary. In 1992, APHIS granted the Navy special procedures for landing meat carried as cargo aboard U.S. Military Vessels returning from foreign counties.
2. Whenever a U.S. Military ship or aircraft has called on any foreign port and returns to any United States port it will be boarded by a PPQ inspector of the USDA. The PPQ inspector will determine from the commanding officer or the designated representative the identity of all port visits and/or underway replenishments, to determine if fruits, vegetables, and meat that have been grown, produced, or processed outside the United States are aboard.

5802 VOYAGE OUTSIDE TERRITORIAL LIMITS AND RETURN

When no foreign or United States offshore ports were visited, ships moving between coastal ports within the United States or between continental United States and Alaskan ports will not be subject to boarding by the PPQ inspector nor are ships required to adhere to garbage requirements. Unless, the ship was issued meat, not of U.S. origin, from a secure Navy stock point which is discussed in the paragraph below.

5803 SPECIAL PROCEDURES FOR LANDING MEAT CARRIED AS CARGO ABOARD U.S. MILITARY VESSELS RETURNING FROM FOREIGN COUNTRIES

1. The PPQ inspector will inspect and supervise the movement for landing meat which may have been stored at U.S. Military Depots in foreign/infected countries or stored on ships that have made port calls in foreign/infected countries and carried as cargo aboard U.S. Military Vessels returning from foreign countries. The following applies.

a. End Use Ships (ships other than CLF ships):

(1) Meat of U.S. origin. All unopened cartons, marked as a product of the United States will be released without any restriction by the PPQ inspector.

(2) Meat, not of U.S. origin, may be transferred using refrigeration units, from one U.S. Military vessel to another (controlled cross-decking), put in secure storage (sealed) for re-issue to outbound ships only, or destroyed, under the supervision of the PPQ inspector. Consumption of meat, not of U.S. origin, by outbound vessels is not authorized, until outbound ship has departed the United States. Meat, not of U.S. origin, transferred to a secure storage site will not be use for consumption ashore.

NOTE: If meat, not of U.S. origin, has been cross-decked to another vessel, the PPQ inspector will document this transfer on the PPQ 288, by writing "Meat or meat products transferred, foreign meat/meat products aboard". The PPQ will advise the Captain to retain the form until the vessel returns to the United States.

NOTE: A U.S. Army Veterinarian may be requested to assist the PPQ inspector in documenting the transfer of meat, not of U.S. origin, from secure storage to outbound ships only, by writing, "Meat transferred, foreign meat aboard" and advise the Captain to retain a copy of the transfer document until the vessel returns to the United States.

b. Combat Logistics Force (CLF) Ships and Overseas Stock Points. Meat of U.S. origin carried and stored as cargo for underway replenishment or off loaded at overseas facilities, that is than transshipped back into the United States is permitted entry back into the United States for issue to ashore dining facilities under the following conditions:

(1) products are in original unopened cartons, and

(2) cartons are identified/marked as a product of the United States.

5804 HANDLING REGULATED GARBAGE ABOARD U.S. MILITARY VESSELS

1. SECNAVINST 6210.2 (Series) defines garbage as waste materials such as food scraps, table refuse, galley refuse, and refuse from stores of ships and aircraft. Garbage is derived in whole or in part from fruits, vegetables, or other plant products or animal products. Garbage from any Navy ship that has visited any foreign country will be handled in the following manner:

a. Garbage will be placed in leakproof, covered containers and disposed of following port procedures authorized by, or under surveillance of the USDA representative.

b. If regulated foreign stores are present and are not purged or transferred to an outbound vessel prior to docking, all garbage aboard will be treated as foreign and will be required to be sterilized or incinerated. If foreign stores are present, the PPQ inspector will not apply the "24

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hour rule.” Once the foreign stores are used up or otherwise disposed of, the “24 hour rule” will apply. But until those stores are used up or disposed of, the PPQ inspector will continue to regulate the ships garbage as any other foreign vessel.

NOTE: If foreign stores are present and were purged or transferred to another vessel, the PPQ inspector will document this purging or transfer of the PPQ Form 288. The PPQ inspector will annotate in writing, “Purged or transferred, now Domestic.” The PPQ inspector will advise the Captain to retain the form until the vessel departs the mainland as proof of Domestic status.

c. The “24 hour rule”. If there are no foreign stores aboard the vessel all garbage aboard the vessel at docking and all garbage produced during the first 24 hours will be sterilized or incinerated. Once the garbage is incinerated or sterilized at the first U.S. port, no further action is required at subsequent U.S. ports.

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CHAPTER 6

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CHAPTER 6

EXPENDITURES

PART A: SURVEYS

6000 GOVERNING REGULATIONS

1. GENERAL. In Navy terms, "survey" means a report on the "disposition of material" after a situation has been investigated. The survey procedure is the means by which material that is damaged, obsolete, deteriorated, lost or stolen is expended from accounting records. Under no circumstances will food still fit for consumption be destroyed and/or surveyed. Surveys are accomplished by two methods:

- a. Financial Liability Investigation of Property Loss (DD Form 200), or
- b. Expenditure Log (Loss without Survey) (NAVSUP Form 1334)

2. FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200). A DD Form 200 will be made immediately under the following conditions as a charge to the subsistence appropriation:

- a. material is short or lost in shipment, and the value of the loss is \$50 or more per line item,
- b. personal responsibility is evident; personal responsibility includes:
 - (1) negligence,
 - (2) willful misconduct,
 - (3) deliberate unauthorized use, and
 - (4) conditions resulting from deliberate noncompliance with appropriate procedures that protect U.S. Government Property.
- c. there is indication or suspicion of fraud or theft,
- d. requested by the accountable officer, the Commanding Officer or the Commanding Officer's designee, or
- e. the circumstances result in a loss of \$500 (\$1,000 for LHD/CV/CVN) or greater.

3. EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334). The NAVSUP Form 1334 may be used to survey lost or damaged food items when culpable responsibility is not involved and when:

- a. material is short or lost in shipment, and the value of the loss is less than \$50 per line item, and
- b. food items are lost as a result of physical deterioration, veterinary sampling, damage in handling, fire, water, or similar circumstances, and the value of the loss is less than \$500 (\$1,000 for LHD/CV/CVN) per line item. When the total loss of several items expended for the same reason (i.e., replenishment evolution, periodic shelf-life review, flood, fire, etc.) exceed \$500 (\$1000 for LHD/CV/CVN, a DD Form 200 will be completed as required.

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Repetitive entries of the same item for the purpose of circumventing maximum dollar limitations will not be allowed.

6001 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) PROCEDURES

1. **GENERAL.** Financial Liability Investigation of Property Losses provide a report for administrative review of the following:

- a. the loss or damage of material,
- b. the cause of the loss or damage,
- c. the responsibility for the loss or damage, and
- d. the recommendation for disposition of the loss or damage.

All surveys will be made at last receipt price.

2. **FINANCIAL LIABILITY OFFICER.** The Financial Liability Officer will be appointed in writing (Figure 6-1) and will usually be a commissioned officer. Individuals who are accountable or responsible will not be appointed as Financial Liability Officers (for example, the Supply Officer or Food Service Officer).

3. **FINANCIAL LIABILITY BOARD.** A Financial Liability Board may be appointed by the Commanding Officer to conduct investigations on Financial Liability Investigations of Property Loss. The Financial Liability Board provides greater surveillance over loss or damage investigations. The Financial Liability Board consists of three or more commissioned officers. If there are not enough officers available to appoint to the board, qualified enlisted members in the grade of E7, E8 or E9, or qualified civilian personnel GS-9 or above may be appointed to the board. Individuals who are accountable or responsible will not be appointed to the Financial Liability Board. A liability board will take the action of the Financial Liability Officer on the Financial Liability Investigation of Property Loss.

4. RESPONSIBILITIES AND DUTIES

a. **Food Service Officer.** The Food Service Officer will prepare a DD Form 200 report for each survey. The following data will be included in block 14 of the DD Form 200:

- (1) condition (describe the physical condition of the material to be surveyed),
- (2) cause (provide a detailed explanation of the circumstances), and
- (3) responsibility (enter the person or activity responsible for the damage or loss; none is not acceptable; if responsibility cannot be determined, give reason why).

b. **Financial Liability Officer or Financial Liability Board.** The Financial Liability Officer or Board will conduct a review of the survey and report the information discovered as a result of the investigation. In the appropriate blocks of the DD Form 200, the Financial Liability Officer or board will report the condition, cause, responsibility, and the specific method of destruction of the surveyed material. When a Naval Investigative Service investigation is involved, a copy of the final report will be forwarded to SUP 51.

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c. Medical/Veterinary Personnel. If the proposed survey is for food considered to be no longer fit for consumption, a medical or veterinary representative must examine the material before it is destroyed and surveyed. A certification of unfitness must accompany or be made in block 9 of any survey of accountable food that is to be destroyed or discarded.

d. Commanding Officer. When a Financial Liability Investigation of Property Loss (DD Form 200) is required as prescribed in para. 6000, the Commanding Officer or the designee will assign the Financial Liability Officer or officers to make the survey. Assignments will be made in accordance with paras. 6001-2 and 3.

5. FINDINGS AND RECOMMENDATIONS. The Financial Liability Officer or Board will record findings of the review and recommendations in block 15a of the DD Form 200. After the findings, the Financial Liability Officer or Board will make recommendations for the disposition of the survey based on a personal evaluation of the findings. If there is not enough room, additional sheets may be attached to the DD Form 200. The Financial Liability Officer or Board will:

a. ensure the finding and recommendations do not contain any unsubstantiated opinions or stereotyped phrases (the Financial Liability Officer's/Board's own words should be used to explain how the loss or damage occurred and to give recommendations), and

b. ensure findings substantiate or refute the statements made in block 15a of the DD Form 200 (findings should be complete enough so others reviewing the report can readily determine responsibility without referring the report back to the Financial Liability Officer/Board for further investigation or information).

6. APPROVAL. After the Financial Liability Officer/Board completes the Financial Liability Investigation of Property Loss, the DD Form 200 will be forwarded to the Commanding Officer or his designee, i.e. the Supply Officer. The Commanding Officer/designee will review the DD Form 200 and ensure the loss or damage is sufficiently explained. The Commanding Officer/designee may approve, modify or disapprove the recommendations of the Financial Liability Officer or Board. If the Commanding Officer/designee does not approve the Financial Liability Officer/Board's recommendations, the Commanding Officer/designee will record the reasons for the action taken. Whether the Financial Liability Officer/Board's recommendations are approved or disapproved, the Commanding Officer's/designee's final action will be recorded in block 14 of the DD Form 200. When personal responsibility is suspected, the approving official's responsibility cannot be delegated to a designee and must remain with the Commanding Officer. NAVSUP P-485 Afloat Supply Procedures paragraph 5125-3 provides a matrix for "Assignment of Roles in the Survey Process."

7. PREPARATION OF THE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200)

a. Preparation. The Financial Liability Investigation of Property Loss (DD Form 200) will be used to initiate a survey request. The DD Form 200 will be prepared as follows (Figure 6-2 shows manual form, and figures 6-3 (front) and 6-3a (back side) show the Food Service Management version):

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Data Block and Caption

Instructions for Entry

- | | |
|----------------------------------|--|
| 1. Date Initiated (YYMMDD) | Indicate the date the report is being prepared (i.e., 970131). |
| 2. Inquiry/Investigation Number | Local number assigned. |
| 3. Date Loss Discovered (YYMMDD) | Indicate the date the loss was discovered (i.e., 970128). |
| 4. National Stock No. | 13 digit national stock number of the lost or damaged item. Multiple items may be included when circumstances of loss or damage are related to the same incident. |
| 5. Item Description | Include the food item code with the nomenclature. |
| 6. Quantity | Quantity and unit of issue of the lost or damaged item (i.e., 1 ea., 2 dz., etc.) |
| 7. Unit Cost | Use the last receipt price. |
| 8. Total Cost | Multiply block 6 by block 7 and enter the amount in this block. |
| 9. Circumstances | Check the appropriate block. Provide a complete statement of facts that should include but not be limited to the date and place of the incident. The statement must answer the five basic questions of who, what, when, where and how. Describe the physical condition of the material. Generalized statements citing causes such as spoiled, improper storage, packaging, old age, and handling damage are not acceptable. Include the appropriation/subhead (17_1453.2241) in the lower left corner of block 9. The individual in the best position to know what happened to the food item(s) will sign block 9 in the lower right hand corner. This may be the bulk storeroom custodian, Leading Mess Management Specialist or the Food Service Officer. NOTE: In addition, a certificate of unfitness from the veterinary/medical representative or other qualified food inspector (in accordance with NAVMED P-5010-1) will be prepared as part of or made as an attachment to the Financial Liability Investigation of Property Loss. (Use additional pages as necessary). |

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- | | |
|---|---|
| 10. Actions Taken | Provide corrective actions and describe measures taken to prevent future occurrences. |
| 11. Individual Completing blocks 1-through 10 | The signature will be the immediate supervisor of the individual who signed in block 9. If it was the bulk storeroom custodian, the signature will be the Leading Mess Management Specialist. If it was the Leading Mess Management Specialist, the signature will be the Food Service Officer. If it was the Food Service Officer, then the Supply Officer must sign. |
| 12. Responsible Officer | The signature will be the bulk storeroom custodian, since this person is financially responsible for provisions in food service. This is not an assignment or determination of personal responsibility (culpability). |
| 13. Appointing Official | When the Supply Officer is not also the Food Service Officer or there is no personal responsibility (culpability) involved, then the Supply Officer may be delegated in writing as the appointing official by the Commanding Officer. Otherwise the signatures in blocks 13 and 14 must be the Commanding Officer's. |
| 14. Approving Official | The approving official approves or disapproves the Financial Liability Investigation of Property Loss (DD Form 200). The approving official also makes a determination to relieve all concerned from responsibility, accountability and/or financial liability. The approving official appoints the Financial Liability Officer in writing. When personal responsibility is suspected, the approving official's responsibility cannot be delegated and must remain with the Commanding Officer. If the Commanding Officer is satisfied with the information provided in blocks 9 and 10, then the approving official can sign blocks 13 and 14 at the same time and the survey is approved and ready for posting. If the Commanding Officer is not satisfied, then the approving official can assign a Financial Liability Officer. |
| 15. Financial Liability Officer | This block will only be completed when personal responsibility is evident. |

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- a. Finding and Recommendations
This block will only be completed when personal responsibility is evident. Disposition of food items will be annotated in this block.
- 16. Individual Charged
Complete this block when personal responsibility is evident. If the individual charged refuses to sign this block, the refusal should be noted.
- 17. Accountable Officer
The signature of the individual appointed to maintain stock, property, and financial records (Food Service Officer).
 - a. Document Number
The expenditure number (provided by S-1 division) is assigned and consists of the service designator, UIC, 4 digit Julian date and expenditure number.
 - b. Food items which are surveyed as a result of defects discovered after receipt will also be reported on a Report of Discrepancy (SF 364) or by copy of a Suspected Hazardous Food Item message in accordance with paras. 5300-2 and 5301-3 respectively, providing that the defective condition is not due to mishandling or overages of the item while in custody of the using activity.
- 8. DISTRIBUTION OF THE REPORT OF SURVEY (DD FORM 200)
 - a. Original - Accountability File,
 - b. Copy - Expenditure Invoice File,
 - c. Copy - Survey File,
 - d. Copy - Financial Liability Officer/Board (if appointed)
 - e. Copy - to the issuing supply activity when any of the following conditions exist (all on board copies of the DD Form 200 should be annotated to indicate that a copy has been forwarded to the issuing activity):
 - (1) material is missing in shipment,
 - (2) a shortage of material is received,
 - (3) material received was thawed and refrozen,
 - (4) material is received in a thawed condition and cannot be consumed immediately without adverse affects, or cannot be safely refrozen; and/or
 - (5) material is over age upon receipt.
 - f. Copy - Type Commander
 - g. Copy - SUP 51
 - h. Copies - any additional copies as required by local regulations.

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9. POSTING FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS. The Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) will be posted as each survey occurs.

6002 EXPENDITURE LOG PROCEDURES (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334)

1. PREPARATION OF THE EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334)

a. Preparation. The Expenditure Log (NAVSUP Form 1334) will be used to itemize the types of losses described in para. 6000-3 which occur to material held in end use accounts (subsistence appropriation/subhead 17_1453.2241). The original NAVSUP Form 1334 will be maintained in the accountability file (Figure 6-4). The NAVSUP Form 1334 will be reviewed weekly by the Food Service Officer.

<u>b. Data Block and Caption</u>	<u>Instructions for Entry</u>
Activity	Name and mailing address of activity.
UIC	Unit identification code of the activity.
Period	The from and through dates of the accounting period/patrol cycle.
Date	Date the item is being surveyed.
Stock Number	The 13 digit national stock number of the item being surveyed.
Item Name	Nomenclature of the item being surveyed preceded by the food item code.
U/I	Unit of issue.
Qty	Quantity of the item to be surveyed.
Last Receipt Price	Last receipt price of the item being surveyed.
Total Value	Quantity times last receipt price.
Reason for Loss	Reason for the loss.
Food Service Officer	Signature of the Food Service Officer. For automated activities, the Food Service Officer will sign the final report at the end of the accounting period.
Total Money value	Sum of all values at the end of the accounting period/patrol cycle.

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Block to the right of the
total money value block

Enter the document number consisting
of the Julian date of the last day of the
accounting period/patrol cycle, preceded by 9,
and the first food item code.

2. POSTING LOSS WITHOUT SURVEYS. The Subsistence Ledger (NAVSUP Form 335) will be posted as each food item is surveyed and the Record of Receipts and Expenditures (NAVSUP Form 367) will be posted at the end of each accounting period/patrol cycle.

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APPOINTMENT AS FINANCIAL LIABILITY OFFICER

<i>(Command Letterhead)</i>	
	IN REPLY REFER TO: <i>(serial)</i> <i>(date)</i>
From: Commanding Officer	
To: <i>(name, rank, SSN of appointee)</i>	
Subj: APPOINTMENT AS FINANCIAL LIABILITY OFFICER	
Ref: (a) NAVSUP P-486, VOL I, para 6001-2 (b) NAVSUP P-486, VOL I, para 6001-4b (c) NAVSUP P-486, VOL I, para 6001-5	
1. In accordance with reference (a), you are hereby appointed as the Financial Liability Officer. You will familiarize yourself with reference (b), which explains the duties and responsibilities associated with this appointment, and report your findings and recommendations in accordance with reference (c).	
<i>(signed)</i> Typed Name of Commanding Officer	

Figure 6-1

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS
MANUAL VERSION (DD FORM 200)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.		ROUTINE USES: None.			
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.		DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD) 980630		2. INQUIRY/INVESTIGATION NUMBER N/A		3. DATE LOSS DISCOVERED (YYMMDD) 980630	
4. NATIONAL STOCK NO. 8905-00-753-6568		5. ITEM DESCRIPTION PORK, LOIN, BONELESS, R51		6. QUANTITY 353.00 LB	
		7. UNIT COST 2.4371		8. TOTAL COST 860.30	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) On 10 March reefer compressor #4 went out. Adivision was unable to obtain repair parts until 12 March. There was insufficient room to transfer food items. Reefer doors were kept closed at all times. After the compressor was repaired, medical personnel inspected all food items and determined that 353 pounds of pork loin to be unfit for human consumption. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> LOST <input checked="" type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED </div>					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Onboard stocks of reefer repair parts were checked and verified to ensure all required parts are maintained onboard.					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION FPO-AE 28882-1888		b. TYPED NAME (Last, First, Middle Initial) Clinton, S. A. d. SIGNATURE 		c. AUTOVON/DSN NUMBER 564-2292 e. DATE SIGNED 6-30-98	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)		REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE		d. TYPED NAME (Last, First, Middle Initial) Washington, B. B. f. SIGNATURE 		e. AUTOVON/DSN NUMBER 564-2292 g. DATE SIGNED 6-30-98	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE		e. TYPED NAME (Last, First, Middle Initial) Smith, C. D. g. SIGNATURE 		f. AUTOVON/DSN NUMBER 564-2290 h. DATE SIGNED 6-30-98	
14. APPROVING AUTHORITY					
a. ACTION (X one) <input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE I informed the chief engineer and the supply officer to ensure that all repair parts were onboard for any future repairs.		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28882-1888		e. TYPED NAME (Last, First, Middle Initial) Smith, C. D. g. SIGNATURE 		f. AUTOVON/DSN NUMBER 564-2290 h. DATE SIGNED 6-30-98	

DD Form 200, FEB 91

Previous editions are obsolete.

S/N 0102-LF-011-91C

Figure 6-2

**FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS
FOOD SERVICE MANAGEMENT VERSION (DD FORM 200) (FRONT SIDE)**

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.		ROUTINE USES: None.			
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.		DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD) 980630		2. INQUIRY/INVESTIGATION NUMBER N/A		3. DATE LOSS DISCOVERED (YYMMDD) 980630	
4. NATIONAL STOCK NO. 8905-00-753-6568		5. ITEM DESCRIPTION PORK, LOIN, BONELESS, R51		6. QUANTITY 353.00 LB	
		7. UNIT COST 2.4371		8. TOTAL COST 860.30	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) On 10 March reefer compressor #4 went out. Adivision was unable to obtain repair parts until 12 March. There was insufficient room to transfer food items. Reefer doors were kept closed at all times. After the compressor was repaired, medical personnel inspected all food items and determined that 353 pounds of pork loin to be unfit for human consumption. <div style="float: right; text-align: right;"> <input type="checkbox"/> LOST <input checked="" type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED </div>					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Onboard stocks of reefer repair parts were checked and verified to ensure all required parts are maintained onboard.					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION FPO-AE 28882-1888		b. TYPED NAME (Last, First, Middle Initial) Clinton, S. A. d. SIGNATURE 		c. AUTOVON/DSN NUMBER 564-2292 e. DATE SIGNED 6-30-98	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE		d. TYPED NAME (Last, First, Middle Initial) Washington, B. B. f. SIGNATURE 		e. AUTOVON/DSN NUMBER 564-2292 g. DATE SIGNED 6-30-98	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE		e. TYPED NAME (Last, First, Middle Initial) Smith, C. D. g. SIGNATURE 		f. AUTOVON/DSN NUMBER 564-2290 h. DATE SIGNED 6-30-98	
14. APPROVING AUTHORITY					
a. ACTION (X one) <input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE I informed the chief engineer and the supply officer to ensure that all repair parts were onboard for any future repairs.		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28882-1888		e. TYPED NAME (Last, First, Middle Initial) Smith, C. D. g. SIGNATURE 		f. AUTOVON/DSN NUMBER 564-2290 h. DATE SIGNED 6-30-98	

DD Form 200, FEB 91

Previous editions are obsolete.

S/N 0102-LF-011-91C

Figure 6-3

**FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS
FOOD SERVICE MANAGEMENT VERSION (DD FORM 200) (BACK SIDE)**

Figure 6-3A

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PREPARATION OF THE EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334)

F82353201 TIME: 15:17		*** NAVSUP FORM 1334 ***		DATE: 07 JUL98 PAGE				
EXPENDITURE LOG (4442) (Loss without Survey) NAVSUP FORM 1334 (REV. 7-73)		ACTIVITY (Name and Mailing Address) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		U.I.C. V21111	PERIOD April 1, 1998 THROUGH June 30, 1998			
DATE	STOCK NUMBER	ITEM NAME	U/I	QTY	LAST RECEIPT PRICE	TOTAL VALUE	REASON FOR LOSS	FOOD SERVICE OFFICER (Signature)
06/02/98	8920-00-125-9441	G20, SPAGHETTI, 10 BX	LB	10.00	0.5064	5.06	BAG RIPPED	APPROVED
06/18/98	8910-01-361-5696	U93, MILK, LOWFAT, 1%	GL	5.00	2.2200	11.10	SOUR MILK	APPROVED
06/30/98	8905-00-782-3190	Q95, FRANKFURTERS, 1-2 LB	LB	20.00	1.3900	27.80	SPOILED	APPROVED
06/30/98	8915-01-088-8749	V03, APPLES, EATING, RED, SWEET	LB	10.00	0.5900	5.90	SPOILED	APPROVED

Food items are extended at last receipt price

Automated activities, the Food Service Officer will sign the final report at the end of the accounting

Document number consists of the Julian date of the last day of the accounting period, followed by 9 and the first food item code

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF LOSS WITHOUT SURVEY.		
W. B. ELLIS, LTJG, FOOD SERVICE OFFICER <i>W.B. Ellis</i>	TOTAL MONEY VALUE: 49.86	EXPENDITURE NO: 81819G20
S/N 0108-LF-505-0601	A-6501	
RECORD COUNT = 4	***** END OF REPORT *****	

Figure 6-4

PART B: ISSUES TO THE GENERAL MESS

6100 GENERAL

Strict accountability must be exercised over food items at all times to minimize waste, and to ensure that items are used for the express purpose intended. Unused food items, (unopened cans and cartons) will be returned daily to the issue storeroom.

6101 ISSUE DOCUMENT PREPARATION

1. AT TIME OF REQUEST. The Food-Item Request/Issue Document (NAVSUP Form 1282) (Figure 6-5) will be used to request and record issues/returns of food items from the bulk storeroom to/from the general mess galley. The Food Service Officer will establish controls to ensure that each document issued is accounted for. At the time of request, the NAVSUP Form 1282 will be prepared as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Document No.	Assigned using a unique, sequential numbering system. This number is assigned automatically by Food Service Management.
Requisitioned by	Signature, rate and title of watch captain or supervisor of the appropriate food preparation work space.
Date for consumption	Actual date food items are prepared and consumed. This date is assigned automatically by Food Service Management.
Food Code	Food item code of each item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). Ensure all food items requested are listed in Food Item Code sequence. These Food Item Codes are assigned and listed automatically by Food Service Management.
Description of Material	Description of each food item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). This is automatically completed by Food Service Management.
Quantity Requested	Actual quantity required of each food item to support the menu items on the Food Preparation Worksheet (NAVSUP Form 1090). Food Service Management automatically enters the data for this field.

2. AT TIME OF APPROVAL. After initial preparation of the NAVSUP Form 1282, the senior mess management specialist on duty will review the form to ensure the food items requested support the quantity of the menu items on the Food Preparation Worksheet (NAVSUP Form 1090) and that all food items requested are listed in Food Item Code order. He/she will then

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sign the "Approved block" with rate and title and forward the document to the bulk storeroom custodian for issue.

3. AT TIME OF ISSUE. The bulk storeroom custodian will issue the items requested and deliver the items to the watch captain or supervisor of the appropriate food preparation work space. At the time of issue, the bulk storeroom custodian will complete the following blocks on the NAVSUP Form 1282:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Quantity Issued	The quantity actually issued to the watch captain or supervisor of the food preparation work space.
Issued by	The signature, rate and title of the bulk storeroom custodian.
Date	Date food items were issued.
Received by	The signature, rate and title of the watch captain or supervisor of the food preparation work space.
Date	Date food items were received.

The bulk storeroom custodian will maintain the NAVSUP Form 1282 until the end of the day. Unprepared food items remaining in the galley after completion of the days meal periods, in which the items were intended for use, will be returned to the bulk storeroom custodian on a daily basis. At the time food items are returned, the bulk storeroom custodian will annotate the NAVSUP Form 1282 as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Quantity Returned	The quantity actually returned to the bulk storeroom custodian.
Quantity Net	The difference between the Quantity Issued and the Quantity Returned. If no food items were returned, the Net Quantity equals the Quantity Issued.
Returned by	The signature, rate and title of the watch captain or supervisor of the food preparation work space that returned the food
.Date	Date food items were returned.
Received by	The signature, rate and title of the bulk storeroom custodian receiving the returned food items.
Date	Date food items were received.

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The morning following the date of issue, the bulk storeroom custodian will forward the NAVSUP Form 1282 to the recordskeeper, who will post the issues to the Subsistence Ledgers (NAVSUP Form 335) and the General Mess Control Record (NAVSUP Form 338).

4. RECORDSKEEPER ENTRIES ON THE NAVSUP FORM 1282. Once the recordskeeper receives the NAVSUP Form 1282 from the bulk storeroom custodian, he/she will post the quantity of the issues to the Subsistence Ledger (NAVSUP Form 335) and the total dollar value of the issues to the General Mess Control Record (NAVSUP Form 338). The NAVSUP Form 1282 will be completed as follows:

Data Block and Caption

Instructions for Entry

Unit Price

The fixed price of the food item issued as taken from the current NAVSUPNOTE 7330 series (Fixed Price List). If there is no fixed price established for an item, the last receipt price will be used. This will be entered automatically by Food Service Management.

Value

Net Quantity times Unit Price. This will be entered automatically by Food Service Management.

Sheet Total

The sum of all values on the sheet. This will be entered automatically by Food Service Management.

Sub Total

The sum of the sheet total plus any additional sheets. This will be entered automatically by Food Service Management.

Bakery Products

Total dollar value of all galley produced bakery products sold from the general mess. This value will be on the last page of the daily issue documents. This will be entered automatically by Food Service Management.

Grand Total

The sub total on the last page of the daily issue sheets minus the dollar value of galley produced bakery products. This will be entered automatically by Food Service Management.

5. FOOD SERVICE OFFICER CERTIFICATION. The Food Service Officer will review each document and will investigate any apparent discrepancy. Particular attention will be placed on insuring that:

- a. each serially numbered original has been received,
- b. all items on the issue documents were required to prepare the menu,
- c. quantities issued were not in excess of requirements, and
- d. each document is properly completed in its entirety.

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Upon completion of this review, the Food Service Officer will annotate the NAVSUP Form 1282 as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Certification	Insert total number of issue documents in first blank and "General Mess" in the second blank.
Signature/Date	Certification signature/date is only required on the last issue document that shows the grand total dollar value of issues. For automated activities, the Breakout Document Recapitulation, which will contain the Food Service Officer's certification signature, must be printed and attached to the pre-daily NS 1282.

6. DOCUMENT DISTRIBUTION. After the NS 1282 has been smoothed and certified by the Food Service Officer, all pre-dailies will be retained for the current plus two previous quarters.

7. DAILY SUMMARY OF ISSUES TO THE GENERAL MESS. When numerous issue documents are prepared daily to report multiple issues of the same item, efficiency in operations can be improved and administrative effort reduced in posting the stock records by preparing a daily recap of food items issued to the galley. If used, the recaps may be made on either a NAVSUP Form 1282 or NAVSUP Form 1059. The recap document will summarize entries from accountable breakout documents covering issues to various work centers of the general mess. When prices are extended, such recaps will serve as the single source document for posting to NAVSUP Form 335 and NAVSUP Form 338. This recap document may also be used for the required Food Service Officer certification in lieu of certifying individual issue documents. The recap document will not replace individual breakout documents for accountability purposes, but will assist Food Service Officers in their daily operations. Breakout documents will be maintained in the accountability file with the recap as a covering summary form. Action must be taken to ensure that the recap document agrees with total entries on individual forms.

8. EMERGENCY BREAKOUT PROCEDURES. Written local procedures will be developed.

6102 POSTING THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

The quantity of issues for each food item as listed on the issue documents are posted daily to the NAVSUP Form 335 as follows (Figure 6-6):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Month and day the food item was issued for consumption. This will be completed automatically by Food Service Management upon posting the NS 1282.

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Issued	Quantity of the food item that was issued. This will be completed automatically by Food Service Management upon posting the NS 1282.
Cum Total	The sum of the quantity was issued plus the previous cumulative total. This will be completed automatically by Food Service Management upon posting the NS 1282.
On Hand	Enter the difference between the quantity being issued from the previous "On Hand" balance. This will be completed automatically by Food Service Management upon posting the NS 1282.

6103 POSTING THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

1. POSTING DOLLAR VALUE OF DAILY ISSUES. The total dollar value of food items issued for each day are posted daily to the NAVSUP Form 338 as follows (Figure 6-7):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
(1) Day of Mo.	Enter the appropriate day of the month. Completed automatically by Food Service Management.
(16) Daily	Enter the grand total dollar value of issues as indicated on the daily NAVSUP Form 1282 (ensure galley produced bakery products have been subtracted from the food cost total). Completed automatically by Food Service Management.
(17) Cumulative Total	Column (16) plus the previous days column (17). Completed automatically by Food Service Management.
(18) One Ration	Column (16) divided by column (12). Completed automatically by Food Service Management.

2. DETERMINING OVER/UNDER ISSUES. Food Service Officers are required to maintain the general mess within the allowed monetary allowance. To determine the over/under issue status of the general mess, the following entries on the NAVSUP Form 338 will be made:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
(19) Over/Under Issue	Column (15) minus column (17). Completed automatically by Food Service Management.

When the figure in column (15) is greater, an under issue condition exists and the difference is posted in blue or black ink as a (+) in column (19). When the figure in column

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(17) is greater, an over issue condition exists and the difference is posted in column (19) preceded by a minus sign.

3. USE AND RESPONSIBILITIES

a. Food Service Officer. The Food Service Officer will log on Food Service Management weekly at a minimum and check the NAVSUP Form 338 to:

- (1) ensure that the general mess is operating within the authorized allowance;
- (2) ensure that posting is accomplished daily. When over issue exists immediate action will be taken to determine the cause and to eliminate the over issue by a corresponding under issue; and
- (3) compare total food cost on the NAVSUP Form 338 for the quarter and the stores consumed figure on the NAVSUP Form 1358 weekly. Variation of more than 2% warrants further review.

b. Leading Mess Management Specialist. The Leading Mess Management Specialist will use the data available on the NAVSUP Form 338 for menu planning and for menu revision and adjustment in accordance with the following items:

- (1) determine the current financial status of the general mess before preparing a menu, especially when planning to use high cost menu items;
- (2) compare the "Daily (14)" column entries with the "Daily (16)" column entries as a check of the actual cost each day with the authorized cost for the same day; and
- (3) relate the actual cost shown in the "One Ration (18)" column to the daily menus to determine the relatively high and low cost menus and use that information in planning future menus and to adjust menus which have resulted in excessively high costs.

6104 QUARTERLY SUMMARY OF ISSUES TO THE GENERAL MESS

At the end of the accounting period, a summary of issues to the general mess will be prepared on the current Fixed Price List, NAVSUPNOTE 7330, which is promulgated on a quarterly basis. This is accomplished once each Subsistence Ledger has been properly closed. The cumulative total of issues as reported on each NAVSUP Form 335 is transcribed on the Fixed Price List and extended at the fixed price listed. If no fixed price is listed, the last receipt price will be used. When, as a result of an inventory adjustment, a credit issue occurs, the quantity and value will be posted as a minus entry (see para. 7103-1c(2)c). Credit issues totaling in excess of 1% of the stores consumed should be investigated. See para. 7202 for proper procedures to prepare the summary of issues to the general mess.

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ISSUES TO THE GENERAL MESS (NAVSUP FORM 1282)

F83142001		TIME: 18:13		DATE: 07 JUL98						
NAVSUP FORM 1282 POSTDAILY BREAKOUT DOCUMENT				CONTROL NO. 8180-1-3-01-01 GENERAL/BRANCH MESS CODE 0						
ACTIVITY GENERAL MESS		GALLEY (FORE)		UIC V21111						
MAIN LINE				REPORT GENERATED ON 01 JUL98 18:13						
REQUISITIONED BY (SIGNATURE, RATE AND TITLE)		DATE FOR CONSUMPTION		APPROVED BY (SIGNATURE, RATE AND TITLE)						
<i>J.B. Martin ms2</i>		06/29/98		<i>Sa. Clinton msc</i>						
FOOD CODE	NSN	NOMENCLATURE	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	QUANTITY RETURNED	TOTAL QUANTITY	UNIT PRICE	VALUE	QUANTITY ON-HAND
SEMI-PERISHABLE (DRY)										
C29	8915001491571	GARLIC, DEHYDRATED, 12 OZ	JR	1	1.00		1.00	1.7400	1.74	17.00
C32	8915005841647	JUICE, APPLE, #3 CYL	CN	4	3.00		3.00	1.4500	4.35	12.00
C38	8915002811809	JUICE, GRAPE, #3 CYL	CN	4	3.00		3.00	1.4500	4.35	12.00
C52	8915002412800	JUICE, ORANGE, #3 CYL	CN	4	3.00		3.00	1.5300	4.59	13.00
C58	8915006342439	JUICE, PINEAPPLE, #3 CYL	CN	4	3.00	1.00	2.00	1.3700	2.74	36.00
C73	8915009356629	MUSHROOMS, JUMBO SIZE	CN	1	1.00		1.00	2.7500	2.75	13.00
# D85	8915013734978	TOMATOES, DICED, # 10	CN	0	3.00	1.00	2.00	2.7100	5.42	37.00
G10	8920012506557	RICE, PARBOILED, 10 LB, LNG GRAIN, TP 2	BG	3	10.00		10.00	3.9100	39.10	120.00
G22	8920001606165	STARCH, CORN, 1 LB	LB	0	1.00		1.00	0.5700	0.57	31.00
J53	8935002346217	SOUP AND GRAVY BASE, BEEF, #2 1/2	CN	0	1.00		1.00	1.8700	1.87	13.00
K91	8945006160081	SALAD OIL, 1 GAL	CN	0	1.00		1.00	5.5200	5.52	3.00
M06	8950001256333	BAKING POWDER, 12 OR 14 OZ	CN	0	1.00		1.00	2.0300	2.03	25.00
N87	8950010796943	SALT, TABLE, 5 LB	BG	0	1.00		1.00	1.0200	1.02	22.00
P05	8950006165483	THYME, GROUND, 1-2 OZ.	JR	0	1.00		1.00	0.9400	0.94	22.00
P07	8950010793978	VINEGAR, CIDER, 32 OZ	BT	1	1.00		1.00	0.8500	0.85	25.00
ISSUED BY (SIGNATURE, RANK AND TITLE)				DATE		WORKCENTER TOTAL				
<i>B.B. Washington ms2</i>				6-28-98				\$77.84		
RECEIVED BY (SIGNATURE)				DATE						
<i>J.B. Martin ms2</i>				6-28-98						
RETURNED BY (SIGNATURE)				DATE						
<i>J.B. Martin ms2</i>				6-29-98						
RECEIVED BY (SIGNATURE)				DATE						
<i>B.B. Washington ms2</i>				6-29-98						
								Extended at Fixed price		

Figure 6-5

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POSTING A GENERAL MESS ISSUE TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

F82720001 TIME: 13:1
USS DUARTE (DDG 90) (V21111)
NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

SUBSISTENCE LEDGER (4442)

HIGH LIMIT: 19		1998		RECEIPTS		EXPENDITURES		ON HAND		19	
LOW LIMIT: 9		MO.	DAY	ISSUED	GENERAL MESS CUM. TOTAL	OTHER			MO.	DAY	
UNIT OF ISSUE: BT		04	01	BBF				6.00			
1998		04	01	12.00				18.00			
MO. & DAY	*FIXED PRICE	04	01		1.00	1.00		17.00			
04/01	0.85	04	06		2.00	3.00		15.00			
1998		04	06		1.00	4.00		14.00			
MO. & DAY	#REC PRICE	04	09		1.00	5.00		13.00			
BF	1.2745	04	12		1.00	6.00		12.00			
04/01	1.350	04	16		1.00	7.00		11.00			
05/14	1.255	05	11		1.00	8.00		10.00			
06/16	1.2660	05	13		1.00	9.00		9.00			
		05	14	12.00				21.00			
		05	16		1.00	10.00		20.00			
		05	21		1.00	11.00		19.00			
		05	25		1.00	12.00		18.00			
		06	01		1.00	13.00		17.00			
		06	08		1.00	14.00		16.00			
		06	11		2.00	16.00		14.00			
		06	16	12.00				26.00			
		06	17		1.00	17.00		25.00			
		06	29		1.00	18.00		24.00			

Use to extend issues to General Mess.
CODES: 1 - 9 = BRANCH MESS CODE
LW = LOSS WITHOUT SUPPLY

Use to extend inventory to price sales
OF REPORT

NAVSUP FORM 335)

Quantity issued to the General Mess

F83142001 TIME: 18:13 DATE: 07 JUL 98

NAVSUP FORM 1282 POSTDAILY BREAKOUT DOCUMENT CONTROL NO. 8180-1-3-0-01 GENERAL BRANCH MESS CODE 0

ACTIVITY GENERAL MESS GALLEY (FORE) UIC V21111 REPORT GENERATED ON 01 JUL 98 18:13

REQUISITIONED BY (SIGNATURE, RATE AND TITLE) DATE FOR CONSUMPTION 06/29/98 APPROVED BY (SIGNATURE, RATE AND TITLE)

J.B. Martin msr *J.A. Clinton msr*

FOOD CODE	NSN	NOMENCLATURE	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	QUANTITY RETURNED	TOTAL QUANTITY	UNIT PRICE	VALUE	QUANTITY ON-HAND
SEMI-PERISHABLE (DRY)										
C29	8915001491571	GARLIC, DEHYDRATED, 12 OZ	JR	1	1.00		1.00	1.7400	1.74	17.00
C32	8915005841647	JUICE, APPLE, #3 CYL	CN	4	3.00		3.00	1.4500	4.35	12.00
C38	8915002811809	JUICE, GRAPE, #3 CYL	CN	4	3.00		3.00	1.4500	4.35	12.00
C52	8915002412800	JUICE, ORANGE, #3 CYL	CN	4	3.00		3.00	1.5300	4.59	13.00
C58	8915006342439	JUICE, PINEAPPLE, #3 CYL	CN	4	3.00	1.00	2.00	1.3700	2.74	36.00
C73	8915009356629	MUSHROOMS, JUMBO SIZE	CN	1	1.00		1.00	2.7500	2.75	13.00
# D85	8915013734978	TOMATOES, DICED, # 10	CN	0	3.00	1.00	2.00	2.7100	5.42	37.00
G10	8920012506557	RICE, PARBOILED, 10 LB, LONG GRAIN, TP 2	BG	3	10.00		3.00	3.9100	39.10	120.00
G22	8920012506557	STARCH, CORN, 1 LB	LB	0	1.00		1.00	0.5700	0.57	31.00
J53	8935002346217	SOUP AND SAUCE, BEEF, #2 1/2	CN	0	1.00		1.00	1.8700	1.87	13.00
K91	8945006160081	SAFAD OIL, 1 GAL	CN	0	1.00		1.00	5.5200	5.52	3.00
M06	8950001256333	BAKING POWDER, 12 OR 14 OZ	CN	0	1.00		1.00	2.0300	2.03	25.00
N87	8950010796943	SALT, TABLE, 5 LB	BG	0	1.00		1.00	1.0200	1.02	22.00
P05	8950006165483	THYME, GROUND, 1-2 OZ.	JR	0	1.00		1.00	0.9400	0.94	22.00
P07	8950010793978	VINEGAR, CIDER, 32 OZ	BT	1	1.00		1.00	0.8500	0.85	25.00

ISSUED BY (SIGNATURE, RANK AND TITLE) DATE 6-28-98 WORKCENTER TOTAL \$77.84

B.D. Washington msr

RECEIVED BY (SIGNATURE) DATE 6-28-98

J.B. Martin msr

RETURNED BY (SIGNATURE) DATE 6-29-98

J.B. Martin msr

RECEIVED BY (SIGNATURE) DATE 6-29-98

B.D. Washington msr

NAVSUP FORM 1282

Figure 6-6

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POSTING THE DAILY ISSUES TO THE GENERAL MESS (NAVSUP FORM 1282) TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

F83152001 TIME: 14:08 *** BREAKOUT DOCUMENT RECAPITULATION *** DATE: 05JUL98 PAGE: 1

DATE: 06/29/98

GENERAL/BRANCH MESS	MAIN LINE	SPEED LINE	PICNIC MEAL	EMERGENCY	MESS SUBTOTAL	GALLEY PRODUCED BAKERY PRODUCTS	GRAND TOTAL	SPECIAL MEAL
GENERAL MESS	\$ 309.73				\$ 309.73		\$ 309.73	
GENERAL AND BRANCH MESS TOTAL	\$ 309.73						\$ 309.73	

I CERTIFY THAT THIS DOCUMENT IS A TRUE STATEMENT OF ISSUES TO THE GENERAL MESS.

SIGNATURE W.B. Ellis DATE 30 Jun 98

NAVSUP FORM 1282 ***** END OF REPORT *****

NAVSUP 1282 Recapitulation Is
Used For Total Daily Food Cost

F841200 1 TIME: 14:20 **NAVSUP FORM 338** ** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) **

GENERAL MESS CONTROL RECORD (4061)
NAVSUP FORM 338 (REV. 11-84)

BDFA 5.38 SUPPLEMENTAL/SPECIAL ALLOWANCES 0.81 0.40 + 0.00 FOR THE PERIOD 1

FROM (Name of Ship or Station) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE UIC V21111

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT RIK/CASH SALES		MONETARY ALLOWANCE		FOOD DAILY (16)
	B 20% (2)	L 40% (3)	D 40% (4)	N 20/40% (5)	DAILY (6)	B 20% (7)	L 40% (8)	D 40% (9)	N 20/40% (10)	DAILY (11)	DAILY (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	
BF JUN												7129		42337.07	
AR 15	13	27	4	0	15.00	58	146	119	0	117.60	133	7262	768.74	4105.81	749.86
AR 16	12	30	4	0	16.00	49	168	134	0	130.60	147	7409	849.66	4355.47	656.62
AR 17	12	22	7	0	14.00	47	167	129	0	127.80	142	7551	820.76	4416.23	759.35
AR 18	10	17	1	0	9.20	46	220	75	0	127.20	136	7687	786.08	4556.31	694.81
AQ 19	6	10	0	0	5.20	29	134	66	0	85.80	91	7778	563.29	46125.60	336.73
BQ 20	0	29	0	0	13.05	0	74	0	52	54.10	67	7845	414.73	46540.33	169.32
BQ 21	0	30	0	1	13.90	0	67	0	49	49.75	64	7909	396.16	46936.49	197.77
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134	8043	774.52	47711.01	608.60
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115	8158	664.70	48375.71	498.91
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	8267	630.02	49005.73	1287.33
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	8392	722.50	49728.23	635.89
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	8493	583.78	50312.01	1112.55
BQ 27	0	4	0	1	2.20	0	74	0	65	59.30	62	8555	383.78	50695.79	387.34
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69	8624	427.11	51122.90	368.42
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	8748	716.72	51839.62	309.73
TOTALS												8748		51839.62	

COMMENTS
RATION CREDIT FORMULA 20%40%40%
RATION CREDIT FORMULA 45%55%
ALLOWANCE 1 - 90

Figure 6-7

PART C: TRANSFERS

6200 TYPES OF TRANSFERS

1. GENERAL. There are two types of transfers. A transfer without reimbursement and a transfer with reimbursement. A transfer without reimbursement means the subsistence account has already bought the food and there will be no additional obligation to the subsistence appropriation when the food is transferred. A transfer with reimbursement means there will be a reimbursement to the subsistence appropriation for the food that is being transferred.
2. TRANSFERS WITHOUT REIMBURSEMENT. When regularly established supply channels are not available, a request for transfer, vice sale, of food items from one Navy general mess (end user) to another Navy general mess may occur.
3. TRANSFERS WITH REIMBURSEMENT. Transfer of food items to activities that do not utilize the Navy subsistence appropriation, that is, activities that are not Navy general messes using the subsistence appropriation are treated as transfers with reimbursement. This type of transfer will normally be a transfer, in the form of returned food items, from a general mess (end user) to a direct supply support point, or Navy Stock Fund activities including CLF ships (AFS, AOE, AOR, etc.). A transfer with reimbursement means that the subsistence appropriation has already purchased the food that is now being transferred to an activity that uses another appropriation. Transfers with reimbursement should not be confused with sales of bulk food items. Sales of food items will be processed in accordance with para. 6300 through 6309. Transfers with reimbursement to other than DLA or Navy Stock Fund activities should be treated as a sale in accordance with para. 6307, unless otherwise approved in advance by SUP 51. Phone call approvals are acceptable. The dollar value of transfers with reimbursement will be reported under the "Expenditure" section on the quarterly General Mess Operating Statement, NAVSUP Form 1358.

6201 TRANSFER DOCUMENT USED

1. GENERAL. The form used for transferring food items with or without reimbursement is the Requisition and Invoice/Shipping Document (DD Form 1149)

6202 DOCUMENT PREPARATION AND DISTRIBUTION FOR TRANSFER WITHOUT REIMBURSEMENT

1. REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)
 - a. Requesting Activity. The Food Services Officer will submit a memo (including UIC and activity name) to the issuing activity.
 - b. Issuing Activity. Upon receipt of the DD Form 1149, the Food Service Officer of the Issuing activity reviews the on hand stock levels of the requested food items. If a determination is made that the quantities of the food items can be spared, the Food Service Officer prepares the DD Form 1149 in accordance with para 4201, makes the following additional entries and forwards the document to the bulk storeroom custodian (Figure 6-8):

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Data Block and Caption

Instruction for Entry

b-i

Enter "Approved for Transfer" with transferring Food Service Officer's signature.

Upon receipt of the approved transfer document, the bulk storeroom custodian makes the issue to the receipt inspector of the requesting activity and annotates the DD Form 1149 as follows:

Data Block and Caption

Instruction for Entry

b-i

Enter "Issued by" with bulk storeroom custodian signature and date.

c. Receiving Activity. The receipt inspector of the requesting activity counts the food items being transferred and annotates the DD Form 1149 as follows:

Data Block and Caption

Instruction for Entry

b-i

Enter "Received by" with receipt inspector signature and date.

d. Distribution

(1) Issuing Activity

(a) Original - To requesting activity

(b) Copy - with requesting activity's receipt inspectors signature in the accountability file

(2) Requesting Activity.

(a) Original - Accountability File

6203 DOCUMENT PREPARATION AND DISTRIBUTION FOR TRANSFERS WITH REIMBURSEMENT

1. GENERAL. Transfers of food items that are being turned into stores (DLA or Navy Stock Fund activities) will be transfers with reimbursement. Any transfer of food items to a non DLA or Navy Stock Fund activity will be handled as a bulk sale in accordance with paras. 6306 and 6307. Situations that preclude reimbursement to the subsistence appropriation by the general mess (end user) at the time of transfer, will require prior approval from SUP 51. This approval may be by way of a phone call.

6204 TRANSFER OF LESS THAN FULL CASES (SUBMARINES AND SMALL CRAFT)

1. GENERAL. Food items, other than boneless meats, may be expended in less than full cases to submarines and small craft that do not have adequate storage facilities. Transfers will normally be handled in accordance with para. 6201. Transferring activities operating under the manual recordskeeping method may document frequent expenditures of small quantities by the use of a NAVSUP Form 1282 for each delivery. At the end of the month or on departure of the ship supported, a monthly recap of transfers will be prepared and price

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extended at last receipt price. This recap may be prepared on a NAVSUP Form 1059. An invoice, DD Form 1149, for money value only will be prepared for the total value of items expended. The original and one copy of the money value only invoice and copies of the documents showing the recap of transfers will be furnished to the receiving ship.

6205 CASE WEIGHT DETERMINATION AND USE OF AVERAGE WEIGHTS, PERISHABLE BOXED MEATS AND CHEESE

1. GENERAL. Delay in the loading, discharging and inventory of boxed meats and cheese is decreased by handling these items on an average weight basis. These procedures are primarily for the guidance of activities that may find it practical to inventory and to expend perishable boxed meats and cheese by average weight.

2. AVERAGE WEIGHT DETERMINATION. An equitable system for handling boxed meats and cheese on an average net case weight basis depends upon careful separation of stock into lots wherein the weight differential between the lightest and heaviest cases are within acceptable limits. Judgment will be used in doubtful instances. The average net case weight will be determined arithmetically for each lot and rounded off to the nearest whole pound.

3. TRANSFERS AND ISSUES. Invoices covering transfers by average weight will indicate the number of cases in the lot, the total average weight, and the average net case weight. A separate invoice line will be used for each lot in multiple lot transfers of a particular item.

4. GAINS AND LOSSES. Gains and losses, which arise from the receipt of items on an average weight basis, will be absorbed as issues to the general mess.

6206 POSTING THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

All transfers, with or without charge, will be posted, by quantity, to the Subsistence Ledger (NAVSUP Form 335) to the expenditures other column as the transactions occur (Figure 6-9):

6207 POSTING THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

All transfers, with or without reimbursement, will be posted, by total money value, to the Record of Receipts and Expenditures (NAVSUP Form 367) as the transactions occur. (Figure 6-10):

TRANSFER WITHOUT REIMBURSEMENT (DD FORM 1149)

Figure 6-8

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POSTING A TRANSFER (DD FORM 1149) TO THE SUSBSISTENCE LEDGER (NAVSUP FORM 335)

F82720001 TIME: 15:45
USS DUARTE (DDG 90) (V21111)

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

NAVSUP FORM 335

SUBSISTENCE LEDGER (4442)

STOCK NO. 8910006160051

ITEM S14, EGG, WHOLE, TABLE TYPE, 10 LB

1998 RECEIPTS				EXPENDITURES			
MO. & DAY	FIXED PRICE	NO.	DAY	ISSUED	GENERAL MESS CUM. TOTAL	OTHER	ON HAND
04/01	0.95	05	26	15.00	650.00		205.00
		05	27	15.00	665.00		190.00
		05	28	15.00	680.00		175.00
		05	29	30.00	710.00		145.00
		05	30	15.00	725.00		130.00
		05	31	30.00	755.00		100.00
		06	01	15.00	770.00		85.00
		06	02	60.00			145.00
		06	02	90.00			235.00
		06	02	30.00	800.00		205.00
		06	03	15.00	815.00		190.00
		06	05	30.00	845.00		160.00
		06	06	15.00	860.00		145.00
		06	07	15.00	875.00		130.00
		06	09	30.00			160.00
		06	09	30.00	905.00		130.00
		06	10	15.00	920.00		115.00
		06	11	120.00			235.00
					935.00		220.00
					950.00		

Extended At Last Receipt Price

Quantity transferred to another end user

SHIPPING CONTAINER TALLY

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM USS NEVERSAIL (LPD-5)
COMMANDING OFFICER FPO-AE 09999-1233

2. TO USS DUARTE (DDG 90)
COMMANDING OFFICER FPO-AE 28882-1888

3. SHIP TO - MARK FOR
USS NEVERSAIL (LPD-5)
FOOD SERVICE OFFICER
USS NEVERSAIL (LPD-5)
FPO-AE 09999-1233

4. APPROPRIATION AND SUBHEAD
1781453.2241

5. DATE MATERIAL REQUIRED
06/30/98

6. REQUISITION NUMBER
V234581819814

7. DATE MATERIAL REQUIRED
06/30/98

8. PRIORITY

9. AUTHORITY OR PURPOSE
TRANSFER OF PROVISIONS

10. SIGNATURE
I. M. MILLER, LTJG, SC, USN

11a. VOUCHER NUMBER AND DATE

12. DATE SHIPPED

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PRIORITY REFERENCE NO.

16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO

17. SPECIAL HANDLING

18. ISSUED BY
W. B. ELLIS, ENS, SC, USN

19. CONTAINERS RECEIVED EXCEPT AS NOTED

20. RECEIVER'S VOUCHER NO.

DD FORM 1149

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1801

Figure 6-9

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POSTING A TRANSFER (DD FORM 1149) TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

FB460001 TIME: 17:07 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15 JUL 98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS DUARTE (DDG 90)
COMMANDING OFFICER 28882-1888

NAVSUP FORM 367

*1998 RECEIPTS				*1998 EXPENDITURES					
No.	Day	SOURCE	DOCUMENT NO.	VALUE	No.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
4	1	INVENTORY BROUGHT FORWARD		22,020.7651	4	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600
4	1	DOUGHTIES	8091 101 9X83	1,169.1729	5	31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200
4	1	COCA-COLA USA	8091 9P70 9226	366.3000	6	30	SURVEY	8181 0001	860.3000
4	1	MARVA MAID DAIRY	8091 9U46 9207	35.9280	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400
4	3	DOUGHTIES	8093 101 9X86	57.3920	6	30	USS NEVERSAIL (LPD-5)	V12345 8181 9814	7.6000
4	3	MARVA MAID DAIRY	8093 9U93 9207	125.3280	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	8600
4	3	KOTARIDES BAKING	8093 9M67	351.4500	6	30	ISSUES TO THE GENERAL MESS		49,630.2056
4	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30	INVENTORY		26,886.6175
4	7	DOUGHTIES	8093 101 9X86	861.9286	6	30	SUBTOTAL		77,660.4031
4	7	NSC CHARLESTON	8097 101 9M43	498.8000	6	30	PRICE ADJUSTMENT		2,668.5475
4	7	DOUGHTIES	8097 102 9X79	1,603.0451	6	30	TOTAL		75,591.8558
4	8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128					
4	9	MARVA MAID DAIRY	8099 9U93 9207	1,900.7000					
4	10	KOTARIDES BAKING	8100 9M67	354.9500					
4	14	DOUGHTIES	8099 101 9V56	1,760.9755					
4	14	NSC CHARLESTON	8104 102 9M41	318.4000					
4	16	DOUGHTIES	8104 101 9X88	873.9577					
4	16	MARVA MAID DAIRY	8106 9U93 9207	103.4560					
4	17	KOTARIDES BAKING	8107 9M67	322.2000					
4	20	MARVA MAID DAIRY	8110 9U93 9207	159.3560					
4	20	MARVA MAID DAIRY	8110 9X91 9256	143.8656					
4	21	DOUGHTIES	8106 101 9Y19	761.7118					
4	22	NSC CHARLESTON	8112 101 9M43	389.3700					

* Receipt Without Charge # Transfer With Reimbursement

Document number is the UIC of the requesting activity, Julian date of transfer followed by food item code preceded by 9

Total dollar value of transfer

SHIPPING CONTAINER TALLY -----> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM USS NEVERSAIL (LPD-5)
COMMANDING OFFICER FPO-AE 09999-1233

2. TO USS DUARTE (DDG 90)
COMMANDING OFFICER FPO-AE 28882-1888

3. SHIP TO MARK FOR USS NEVERSAIL (LPD-5)
FOOD SERVICE OFFICER USS NEVERSAIL (LPD-5)
FPO-AE 09999-1233

4. APPROPRIATION AND SUBHEAD 1781453.2241 OBJ. CL. 000 BUR. CONT. NO. 41118 SUBAL-LOT 0 AUTHORIZATION ACT'G ACTIVITY 068732

5. SHEET NO. 1 NO. OF SHEETS 1 6. REQUISITION DATE 06/30/98 7. DATE MATERIAL REQUIRED 06/30/98 8. PRIORITY 1234567891011

9. AUTHORITY OR PURPOSE TRANSFER OF PROVISIONS

10. SIGNATURE T. M. MILLER, LTJG, SC, USN 11a. VOUCHER NUMBER AND DATE 1234567891011

12. DATE SHIPPED 13. MODE OF SHIPMENT 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	TRANS TYPE	PROPERTY ACT'G ACTIVITY	COUNTRY CODE	COST CODE	AMOUNT
0001	891006120051, S14, EGG, WHOLE, TABLE TYPE, 10 LB	20	008181	US	0V1234567891011	7.60

APPROVED BY: W.B. ELLIS, ENS, SC, USN

ISSUED BY: B.B. WASHINGTON, MS2

RECEIVED BY: T.M. HAROLD, MS3

16. TRANSPORTATION VIA MATS OR NSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. ISSUED BY: TOTAL CONTAINER TYPE CON-TAINER DESCRIPTION TOTAL WEIGHT TOTAL CUBE

19. CONTAINERS RECEIVED EXCEPT AS NOTED

20. RECEIVER'S VOUCHER NO.

DD FORM 1149 (9 - PT) 1 MAR 59 REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED S/N 0102-LF-011-1801

Figure 6-10

PART D: SALE OF SUBSISTENCE

6300 SALES TO AUTHORIZED MESSES AND ACTIVITIES

1. GENERAL. When prescribed conditions are met and such sales will not overly deplete the stocks available for issue to the general mess, food items may be sold to the categories listed in Appendix G. Written approval from the Commanding Officer is required for all sales of subsistence items (see sample letter in Appendix B). The dollar value of all sales of bulk subsistence and galley produced bakery products will be reported on line 2c under the "Cash Statement" section on the monthly Ration and Sales Report, NAVSUP Form 1357.

2. SALES DOCUMENTS USED. The sales documents used for sales from the general mess will be a Food-Item Request/Issue Document (NAVSUP Form 1282), Requisition and Invoice/Shipping Document (DD Form 1149), Voucher for Transfers Between Appropriation and/or Funds (Standard Form 1080) or a Cash Collection Voucher (DD Form 1131).

6301 SALES TO AFLOAT PRIVATE MESSES

1. GENERAL. Upon approval by the Commanding Officer, food items may be sold directly from the general mess to a private mess. (See sample letter in Appendix B.)

2. OFFICERS FED FROM THE GENERAL MESS. When officers are fed from the general mess, supplemental food items may be purchased from the general mess only if the Commanding Officer establishes a wardroom mess. The establishment of a wardroom mess for the purpose of drawing supplemental food items in no way restricts the sale of meals to individuals authorized to eat in the general mess.

3. RETURN OF AUTHORIZED FOOD ITEMS TO THE GENERAL MESS. Items may not be returned to the general mess for credit.

6302 PRIVATE MESS SALES DOCUMENT PREPARATION AND DISTRIBUTION

1. AT TIME OF REQUEST. The sales document used for the sale of subsistence items from the general mess to an authorized private mess is a Food-Item Request/Issue Document (NAVSUP Form 1282). The NAVSUP Form 1282 will be signed by the private mess manager, treasurer, or his authorized representative. If a person other than the private mess manager or treasurer is authorized to sign requests, such authority will be furnished to the Food Service Officer in writing (see sample letter in Appendix B). The authorized representative of the private mess will prepare the NAVSUP Form 1282 as follows (Figure 6-11):

Data Block and Caption

Document No.

Requisitioned by

Instructions for Entry

Assigned using a unique, sequential numbering system. This number is assigned automatically by Food Service Management.

Signature, date and title of private mess manager, treasurer or their authorized representative.

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Date for consumption	Date food items are required. This is entered automatically by Food Service Management.
Food Code	Food item code of each item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). Ensure all food items requested are listed in Food Item Code order. This is entered automatically by Food Service Management.
Description of Material	Description of each food item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). This is entered automatically by Food Service Management.
Quantity Requested	Actual quantity required of each food item.

2. AT TIME OF APPROVAL. After initial preparation of the NAVSUP Form 1282, and after having been properly signed by the private mess manager, treasurer, or their authorized representative, the document will be forwarded to the Food Service Officer or his/her designated representative for approval. This person will ensure that the issue of the food items will not jeopardize issues to the general mess. Requests that might adversely effect the general mess menu will be annotated and returned to the private messes. If the general mess has sufficient quantities of the requested food items, the Food Service Officer or his/her designated representative will then sign the "Approved Block" with rate and title and forward the document to the bulk storeroom custodian for issue.

3. AT TIME OF ISSUE. The bulk storeroom custodian will issue the items requested to the appropriate private mess watch captain or supervisor. At the time of issue, the bulk storeroom custodian will complete the following blocks on the NAVSUP Form 1282:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Quantity Issued	The quantity actually issued to the appropriate private mess watch captain or supervisor.
Issued by	The signature, rate and title of the bulk storeroom custodian.
Date	Date food items were issued.
Received by	The signature, rate and title of the appropriate private mess watch captain or supervisor.
Date	Date food items were received.

After the requested food items are issued to the appropriate private mess, the bulk storeroom custodian will forward the NAVSUP Form 1282 to the recordskeeper, who will post the issues to the Subsistence Ledger (NAVSUP Form 335).

4. RECORDSKEEPER ENTRIES ON THE NAVSUP Form 1282. Once the recordskeeper receives the NAVSUP Form 1282 from the bulk storeroom custodian, he/she will post the quantity of the issues to the Subsistence Ledger (NAVSUP Form 335) in the other column, and extend using last receipt price on the NAVSUP Form 1282.

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5. **FOOD SERVICE OFFICER CERTIFICATION.** The Food Service Officer will review each document and will investigate any apparent discrepancy. Particular attention will be placed on insuring that:

- a. each serially numbered original has been received, and
- b. each document is properly completed in its entirety.

Upon completion of this review, the Food Service Officer will annotate the NAVSUP Form 1282 as follows:

Data Block and Caption

Instructions for Entry

Certification

Insert total number of issue documents in first blank and the name of the appropriate mess in the second blank.

Signature/Date

Certification signature/date is only required on the last issue document that shows the grand total dollar value of issues.

6. **DOCUMENT DISTRIBUTION.** After the NAVSUP Form 1282 has been completed, it will be distributed as follows:

- a. Original - Accountability File pending preparation of the billing document
- b. Copy - signed duplicate to the appropriate mess treasurer

6303 POSTING AFLOAT PRIVATE MESS SALES TO THE SUBSISTENCE LEDGER (NAVSUP Form 335)

All afloat private mess sales, except sales of galley produced bakery products (see para. 6304), will be posted by quantity to the Subsistence Ledger (NAVSUP Form 335) as the transactions occur as follows (Figure 6-12): (For automated activities, the NS 335 is automatically posted when the NS 1282 is smoothed):

Data Block and Caption

Instruction for Entry

Mo. & Day

Enter the day the issue occurred.

Expenditures (other)

Enter the quantity of the food item that is being issued. To differentiate sales quantities from other types of expenditures, precede the number that is being transferred with a unique letter for the appropriate mess (i.e., "W" for Wardroom Mess, "C" for CPO Mess, etc.)

On Hand

Enter the difference between the quantity being issued from the previous "On Hand" balance.

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6304 SALES OF GALLEY PRODUCED BAKERY PRODUCTS TO AFLOAT PRIVATE MESSES

1. **PRICING.** The cost of galley produced bakery products will be established at the local level based on the fixed prices for the basic ingredients. When there is no fixed price, last receipt prices will be used.

2. **AT TIME OF REQUEST.** The document used for requesting galley produced bakery products from the general mess to an authorized afloat private mess is a Food-Item Request/Issue Document (NAVSUP Form 1282). The NAVSUP Form 1282 will be signed by the private mess manager, treasurer, or their authorized representative. If a person other than the private mess manager or treasurer is authorized to sign requests, such authority will be furnished to the Food Service Officer in writing. The authorized representative of the private mess will prepare a separate NAVSUP Form 1282 from bulk food item requests as follows (Figure 6-13) (Food Service Management user's refer to paragraph 8).

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Document No.	Assigned using a unique, sequential numbering system.
Requisitioned by	Signature, rate and title of private mess manager, treasurer or their authorized representative.
Date for consumption	Date food items are required.
Food Code	Recipe number from the Armed Forces Recipe Service (NAVSUP P-7)
Description of Material	Description of the bakery product.
Quantity Requested	Actual quantity required of each bakery product.

3. **AT TIME OF APPROVAL.** After initial preparation of the NAVSUP Form 1282, and after having been properly signed by the private mess manager, treasurer, or their authorized representative, the document will be forwarded to the Food Service Officer or his/her designated representative for approval. This person will ensure that the request is submitted in sufficient time to plan for the additional quantity requirements of bakery products for the general mess bake shop. The Food Service Officer or his/her designated representative will then sign the "Approved Block" with rate and title and forward the document to the general mess baker for issue.

4. **AT TIME OF ISSUE.** The general mess baker will issue the requested quantities of bakery products to the watch captain or supervisor of the appropriate private mess. At the time of issue, the baker will complete the following blocks on the NAVSUP Form 1282:

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<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Quantity Issued	The quantity actually issued to the appropriate private mess watch captain or supervisor.
Issued by	The signature, rate and title of the general mess baker.
Date	Date bakery products were issued.
Received by	The signature, rate and title of the appropriate private mess watch captain or supervisor.
Date	Date bakery products were received.

After the requested bakery products are issued to the appropriate private mess, the general mess baker will forward the NAVSUP Form 1282 to the recordskeeper, who will post the total dollar value of galley produced bakery products sold to private messes for that day to the general mess Food-Item Request/Issue Document (NAVSUP Form 1282).

5. RECORDSKEEPER ENTRIES ON THE NAVSUP Form 1282. Once the recordskeeper receives the NAVSUP Form 1282 from the general mess baker, he/she will post the total dollar value of galley produced bakery products to the general mess NAVSUP Form 1282 as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Bakery Products	Enter the total dollar value of galley produced bakery products sold to all private messes for the day.
Grand Total	Enter the difference between the dollar value of galley produced bakery products and the final subtotal. This value will be posted to the NAVSUP Form 338 as the dollar value of issue to the general mess for that day.

The private mess NAVSUP Form 1282 will be completed as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Unit Price	The fixed price of the bakery product as promulgated by NAVFSSONOTE 7330 series.
Value	Net Quantity times Unit Price.
Sheet Total	The sum of all values on the sheet.
Subtotal	The sum of the sheet total plus any additional sheets.
Bakery Products	Left Blank.
Grand Total	The subtotal on the last page of the daily issue sheets.

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6. **FOOD SERVICE OFFICER CERTIFICATION.** The Food Service Officer will review each document and will investigate any apparent discrepancy. Particular attention will be placed on ensuring that:

- a. each serially numbered original has been received, and
- b. each document is properly completed in its entirety.

Upon completion of this review, the Food Service Officer will annotate the NAVSUP Form 1282 as follows:

Data Block and Caption

Instructions for Entry

Certification

Insert total number of issue documents in first blank and the name of the appropriate mess in the second blank.

Signature/Date

Certification signature/date is only required on the last issue document that shows the grand total dollar value of issues.

7. **DOCUMENT DISTRIBUTION.** After the NAVSUP Form 1282 has been completed, it will be distributed as follows:

- a. Original - Accountability File pending preparation of the billing document,
- b. Copy - signed duplicate to the appropriate mess treasurer, and
- c. Copy - used by recordskeeper for posting affected records, then placed in the Cash Sales File.

8. **PROCEDURES FOR CREATING AND POSTING ISSUE AND SALE OF GALLEY PRODUCED BAKERY PRODUCTS WITHIN FOOD SERVICE MANAGEMENT.**

- a. **TO CREATE:**

From the System Directory screen select the below listed options.

Option 2 – Inventory Module.

Option 1 – Requisitions/Purchases

Option 1 – Requisitions

Option 3 – Bakery

Option 1 – Create

Enter the Delivery Date; enter Requisition Code (1 for private mess); enter Private Mess Code (as created in File Management module)

Press ENTER to continue

Enter the Recipe Number; enter the number of portions requested

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Press F1 to create; print the report

NOTE: The NAVSUP 1090 for the General Mess and associated pre-daily NS1282 must be created prior to creating a Galley Produced Bakery Product (GPBP) requisition

b. TO POST

Note: The General Mess NS1282 must be posted prior to posting GPBP sales

Option 3 – Menu Production

Option 1 – Breakouts

Option 3 – Post/Accept

Option 2 – Post Galley Produced Bakery Products

Enter the date of issue (will match requisition date)

Enter the Issue Code and Private Mess Code

Press ENTER to continue

Enter the number of portions issued

Press F1 to post

Print the report

c. TO GENERATE THE MONTHLY BILLING REPORT

Option 2 – Inventory Module

Option 8 – Billing Report

Option 2 – Print

Enter the desired Month/Patrol Period Code; enter the Private Mess Code

Press F1 to generate; print the report

6305 BILLING, COLLECTION AND RECORDS POSTING FOR AFLOAT PRIVATE MESS SALES

1. BILLING. On or before the 5th day of each month, the Food Service Officer or his/her representative, will notify each private mess, in writing, of the amount due for food items (including galley produced bakery products) issued to the private mess during the previous month using the sample in Figure 6-14 or Automated Food Service Management Billing Statement. The billing document will equal the total of all NAVSUP Form 1282 documents and previous uncollected monies as identified on line 5 of NAVSUP Form 1357 used in documenting daily sales to the private mess that are maintained in the Food Service Officer's accountability file. For automated activities, the DD 1149 is utilized as a billing document. This document will list all NAVSUP 1282 serial numbers and the total value of food items sold. You must manually enter previously uncollected monies on the Food Service Management generated DD Form 1149.

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2. **COLLECTION.** Within 15 days following the month in which the items were purchased, the private mess treasurer will pay the amount due to the Food Service Officer and will obtain a signature for receipt of the cash in a Cash Receipt Book (NAVSUP Form 470) (Figure 2-9). Receipt, handling and security of funds will be in accordance with para. 2202. The total dollar value of sales of subsistence will be reported on line 2c of the monthly Ration and Sales Report (NAVSUP Form 1357) in accordance with para. 7011-3.

3. **RECORDS POSTING.** The NAVSUP Form 367 is posted automatically for activities using Food Service Management. At the end of each month, a copy of the billing document will be used to post the NAVSUP Form 367 as follows (Figure 6-15):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Enter the last day of the month in which the sale occurred. This is entered automatically by Food Service Management.
Activity/Purpose	Enter name of the private mess. This is entered automatically by Food Service Management.
Document Number	Leave Blank.
Value	Enter the total dollar value of the billing document that was prepared by the Food Service Officer and provided to the appropriate private mess less uncollected amounts from previous months as shown on NAVSUP Form 1357. This is entered automatically by Food Service Management.

6306 OTHER SALES

1. **DOCUMENTS USED.** The document used for requesting sales from the general mess by other activities authorized to purchase subsistence items in accordance with Appendix G will be the Requisition and Invoice/Shipping Document (DD Form 1149). Multiple food item requests may be initially requested on a Food-Item/Issue Document (NAVSUP Form 1282) using the same procedures as those outlined in para. 6302. At the end of the month a money value only DD Form 1149 will be generated.

2. SALE PRICES

a. **Food Prices.** The sale price of food items will be the last receipt unit price. Any additional charges prescribed will be billed and reported as a separate line item.

b. **Administrative Charge.** When food items are sold to messes/activities listed in Appendix G, an administrative charge (see Navy Comptroller Manual, para. 035960-65) will be collected in order to recover all government costs. The administrative charge will be applied to the total value of each sale and will be listed as a separate line item on the billing document. Administrative charges on food items sold will be credited to the Navy General Fund Receipt Account, 172499. Administrative charges on food items will not be reported on the Ration and

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Sales Report (NAVSUP Form 1357). A Requisition and Invoice/Shipping Document (DD Form 1149) will be used to record their collection and deposit with a disbursing officer.

c. **Accessorial Charges.** Accessorial charges represent certain expenses incident to issues, sales, and transfers of food items which are not included in the price at which carried. These expenses include:

- (1) packing, handling, and crating costs,
- (2) second and subsequent destination transportation costs,
- (3) port loading and unloading costs, and
- (4) positioning costs at locations in Alaska, Hawaii and outside the United States.

Accessorial charges, when incurred, will be charged to all parties except retail outlets, as prescribed by the Navy, Marine Corps, Coast Guard; and authorized patrons of retail sales outlets, as prescribed by the Navy Comptroller Manual, para. 035961 (see Appendix G). Accessorial charges will not be included in the sales price but will be billed as a separate line item on the Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080). Rates for charging accessorial costs and the application of credits are prescribed in the Navy Comptroller Manual, para. 035965.

6307 POSTING OTHER SALES TO THE SUBSISTENCE LEDGER (NAVSUP Form 335)

All sales will be posted by quantity to the Subsistence Ledger (NAVSUP Form 335) as the transactions occur as follows (Figure 6-16). For automated activities, the NS 335 is automatically posted by Food Service Management when issue documents are smoothed.

6308 POSTING OTHER SALES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP Form 367)

As each sale occurs, a copy of the billing document will be used to post the NAVSUP Form 367 as follows (Figure 6-17). For automated activities, the NS 367 is automatically posted by Food Service Management when issue and sales documents are smoothed.

6309 BILLING AND COLLECTION OF OTHER SALES

1. **BILLING.** The billing document used for other sales is the Requisition and Invoice/Shipping Document (DD Form 1149). When the DD Form 1149 is used as a summary, money value only document, Food Service Officers will ensure that the billing document equals the total of all NAVSUP Form 1282 documents documenting daily sales to the mess/activity that is maintained in the Food Service Officer's accountability file. Provide completed billing documents to the activity the food items are being sold to. Activities not making payment by cash or check will use this billing document to prepare a transfer of funds between accounting classifications document in accordance with subpara. 2b.

2. **COLLECTION.** At the time of the sale, payment may be made by cash, check (which will be treated as cash), or a voucher transferring funds from a valid appropriation of the ordering activity to the subsistence appropriation. The total dollar value of sales of subsistence will be reported on line 2c of the monthly Ration and Sales Report (NAVSUP Form 1357) in accordance with para. 7011-3.

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a. Cash. Receipt, handling and security of cash funds will be in accordance with para. 2202.

b. Payment by Voucher. Documents that may be used to transfer funds from one accounting classification to another are as follows:

- Voucher for Cash Collection (DD Form 1131),
- Voucher for Transfer Between Appropriation and/or Funds (Standard Form 1080).

Examples of these documents are provided in Figures 6-18 and 6-19. Ensure the following information is checked prior to issuing the food items:

- Complete and accurate name and address of the activity the food items are being issued to,

- Complete and accurate accounting classification to be charged (must be provided by ordering activity) and

- Complete and accurate accounting classification to be credited (subsistence appropriation) as listed in para. 4201.1, except that the Trans Type will be 3C vice 2D.

a. Special Recording of Sales by Voucher. A sale of food by voucher transfer between appropriations will not result in a cash deposit with the disbursing office. In order to balance the "Cash Statement" at the end of each month, the total dollar value of other sales using a transfer of accounting classification document will be recorded on line 4 of the monthly Ration and Sales Report (NAVSUP Form 1357) in accordance with para. 7011-3. Additionally, the subsistence account will not be reimbursed for the sale until the original Cash Collection Voucher DD Form 1131 or SF 1080 is submitted to the local DFAS Operating Location (OPLOC), ATTN: DFAS-FD for processing into the DoD accounting system. Any general mess making a sale of subsistence by voucher transfer between appropriations must submit the voucher to the local DFAS OPLOC, ATTN: DFAS-FD. A copy of these documents will be forwarded to SUP 51 upon request.

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SALE TO A PRIVATE MESS
FOOD ITEM REQUEST/ISSUE DOCUMENT (NAVSUP FORM 1282)

F823152Z1 TIME: 18:27 *** NAVSUP FORM 1282 *** DATE: 15JUL98 PAGE: 1

FOOD ITEM REQUEST/ISSUE DOCUMENT (4400)
NAVSUP FORM 1282 (REV 5-82) DOCUMENT NO. 03001

REQUISITIONED BY (SIGNATURE, RATE AND TITLE) DATE FOR ISSUE 06/30/98 GAINED DAY [] APPROVED BY (SIGNATURE, RATE AND TITLE)

K.R. Smith ms³ *P.C. Thomas ENS*

FOOD CODE	DESCRIPTION OF MATERIAL	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	QUANTITY RETURNED	NET	UNIT PRICE	VALUE
H22	SUGAR, REFINED GRAN. 5LB BG TP2	BG		2		2	2.2000	\$ 4.40
J76	CREAMER, NONDAIRY, 50/100 PG	HD		2		2	1.8357	\$ 3.67
P29	COFFEE, ROASTED, 20 LB CAN	CN		2		2	69.7988	\$ 139.60
P31	TEA, BLACK, 100 BAGS	BX		2		2	1.5700	\$ 3.14

ISSUED BY (SIGNATURE, RANK AND TITLE) DATE 6-30-98 SHEET TOTAL \$ 150.81

B.B. Washington ms²

RECEIVED BY (SIGNATURE) DATE 6-30-98 SUBTOTAL \$ 150.81

K.R. Smith ms³

RETURNED BY (SIGNATURE) DATE BAKERY PROD. (-)

RECEIVED BY (SIGNATURE) DATE GRAND TOTAL \$ 150.81

I CERTIFY THAT THIS DOCUMENT IS A TRUE STATEMENT OF ISSUES TO WARDROOM MESS

SIGNATURE *W.B. Ellis LTJG* DATE 6-30-98

Extended at last receipt price

Figure 6-11

NAVSUP P-486 Volume I - Food Service Management

POSTING A PRIVATE MESS SALE TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

F82315221 TIME: 18:27 *** NAVSUP FORM 1282 *** DATE: 15JUL98 PAGE: 1

FOOD ITEM REQUEST/ISSUE DOCUMENT (4400)
NAVSUP FORM 1282 (REV 5-82)

NAVSUP FORM 1282 | DOCUMENT NO. 03001

REQUISITIONED BY (SIGNATURE, RATE AND TITLE) *K.R. Smith ms³* DATE FOR ISSUE 06/30/98 GAINED DAY [] APPROVED BY (SIGNATURE, RATE AND TITLE) *P.C. Thomas ENS*

FOOD CODE	DESCRIPTION OF MATERIAL	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	QUANTITY RETURNED	NET	UNIT PRICE	VALUE
H22	SUGAR, REFINED GRAN. 5LB BG TP2	BG		2		2	2.2000	\$ 4.40
J76	CREAMER, NONDAIRY, 50/100 PG	HD		2		2	1.8357	\$ 3.67
P29	COFFEE, ROASTED, 20 LB CAN	CN		2		2	69.7988	\$ 139.60
P31	TEA, BLACK, 100 BAGS	BX		2		2	1.5700	\$ 3.14

ISSUED BY (SIGNATURE, RANK AND TITLE) *B.B. Washington ms²* DATE 6-30-98 SHEET TOTAL \$ 150.81

RECEIVED BY (SIGNATURE) *K.R. Smith ms³* DATE 6-30-98 SUBTOTAL \$ 150.81

RETURNED BY (SIGNATURE) DATE BAKERY PROD. (-)

RECEIVED BY (SIGNATURE) DATE GRAND TOTAL \$ 150.81

I CERTIFY THAT THIS DOCUMENT IS A TRUE STATEMENT OF ISSUES TO WARDROOM MESS

SIGNATURE *W.B. Ellis LTJG* DATE 6-30-98

F82720001 TIME: 18:34 *** SUBSISTENCE LEDGER (NAVSUP FORM 335) *** DATE: 15JUL98 PAGE: 1

USS DUARTE (DDG 90) (V21111)

NAVSUP FORM 335 (Rev. S/N 0108-LF-500-3350)

SUBSISTENCE LEDGER (4442)

8955002865372 ITEM P29, C

EXPENDITURES

MO.	DAY	RECEIPTS	GENERAL MESS ISSUED	CUM. TOTAL	OTHER	ON HAND
1998	04	03				3.00
	04	03	1.00	1.00		2.00
	05	03	1.00	2.00		1.00
	05	05	2.00			3.00
	05	23	1.00	3.00		2.00
	06	02	2.00			4.00
	06	30			WR 2.00	2.00

EXPENDITURES

MO.	DAY	RECEIPTS	GENERAL MESS ISSUED	CUM. TOTAL	OTHER	ON HAND
1998	04	03				3.00
	04	03	1.00	1.00		2.00
	05	03	1.00	2.00		1.00
	05	05	2.00			3.00
	05	23	1.00	3.00		2.00
	06	02	2.00			4.00
	06	30			WR 2.00	2.00

* Use to extend issues to General Mess. ISSUED CODES: 1 - 9 = BRANCH MESS CODE OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL ***** END OF REPORT *****

Use to extend inventory and to price sales and transfers.

Figure 6-12

NAVSUP P-486 Volume I - Food Service Management

SALE OF GALLEY PRODUCED BAKERY PRODUCTS TO A PRIVATE MESS
USING FOOD SERVICE MANAGEMENT AUTOMATED BAKERY ISSUE DOCUMENT
REPORT

F82335201 TIME: 19:02		*** BAKERY ISSUE DOCUMENT ***		15JUL98 PAGE: 1	
DATE ISSUED: 06/30/98			DOCUMENT NO. 0380001		
MESS NAME/HULL NUMBER: WARDROOM MESS					
TYPE OF REIMBURSEMENT: WITH REIMBURSEMENT					
REQUISITIONED BY (Signature, Rate and Title) <u>K.R. Smith, ms³</u>			APPROVED BY (Signature, Rate and Title) <u>P.C. Thomas, ens</u>		

RECIPE NUMBER =====	RECIPE NAME =====	NUMBER OF PORTIONS ISSUED =====	PORTION PRICE =====	TOTAL VALUE =====
G01700	GINGERBREAD	200	0.07	14.00

ISSUED BY (Signature, Rate, and Title) <u>B.B. Washington, ms²</u>		SHEET TOTAL:	14.00
RECEIVED BY (Signature) <u>K.R. Smith, ms³</u>		SUBTOTAL:	14.00
I CERTIFY that this document is a true statement of issues to WARDROOM MESS		GRAND TOTAL:	14.00
SIGNATURE <u>W.B. Ellis, LTJG</u>			

RECORD COUNT = 1	***** END OF REPORT *****	Extended at fixed price as promulgated in the NAVSUPNOTE 7330 series
------------------	---------------------------	---

Figure 6-13

NAVSUP P-486 Volume I - Food Service Management

STATEMENT ON THE SALE OF SUBSISTENCE ITEMS
FROM THE GENERAL MESS TO THE WARDROOM MESS

(command letterhead)

IN REPLY REFER TO:
(date)

MEMORANDUM

From: Food Service Officer

To: Wardroom Mess Treasurer

Subj: STATEMENT ON THE SALE OF SUBSISTENCE ITEMS FROM THE GENERAL MESS TO
THE WARDROOM MESS

Ref: (a) NAVSUP P-486, Vol I, para. 6305-1

1. In accordance with reference (a), I hereby certify that subsistence items in the amount of \$_____ were sold to the Wardroom Mess during the month of _____.
2. The above total includes galley produced bakery products in the amount of \$_____.
3. Sales were made on the documents listed below:

PROVISIONS

Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
<u>Document no.</u>	<u>amount</u>
Total	\$
GRAND TOTAL	\$ _____

GPBP

Document #	amount
Document #	amount
Document #	amount
Document #	amount
Document #	amount
Document #	amount
Document #	amount
Document #	amount
Document #	amount
<u>Document #</u>	<u>amount</u>
Total	\$

(signed)

Food Service Officer Name/Rank

Figure 6-14

NAVSUP P-486 Volume I - Food Service Management

POSTING PRIVATE MESS SALES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

FB282001 TIME: 12:47 *** BILLING REPORT (DD FORM 1149) *** DATE: 15JUL98 PAGE: 1

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: FOOD SERVICE OFFICER USS DUARTE (DDG 903)

2. TO: MESS TREASURER WARDROOM MESS

3. SHIP TO: MARK FOR MESS TREASURER

4. APPROPRIATION AND SUBHEAD: UNCL. CL. SUB. COM. NO. SUBAL. LOT. AUTHORIZATION ACTIVITY

5. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES

6. QUANTITY REQUESTED

7. SUPPLY ACTION

8. UNIT PRICE

9. TOTAL COST

10. I CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 150.81 WERE SOLD TO THE WARDROOM MESS

11. THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 150.81 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 0.00

12. SEE ATTACHED SHEET FOR ISSUE DOCUMENT NUMBERS

13. SPECIAL HANDLING

14. CONTAINERS

15. VOUCHER NUMBER AND DATE

16. BILL OF LADING NUMBER

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

19. CONTAINERS

20. VOUCHER NO.

21. SHEET TOTAL

22. GRAND TOTAL

23. REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1001

Food Service Management generated DD Form 1149

FB282002 TIME: 12:47 *** BILLING REPORT (DD FORM 1149) *** DATE: 15JUL98 PAGE: 2

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: MESS TREASURER WARDROOM MESS

2. TO: MESS TREASURER WARDROOM MESS

3. SHIP TO: MARK FOR MESS TREASURER

4. APPROPRIATION AND SUBHEAD: UNCL. CL. SUB. COM. NO. SUBAL. LOT. AUTHORIZATION ACTIVITY

5. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES

6. QUANTITY REQUESTED

7. SUPPLY ACTION

8. UNIT PRICE

9. TOTAL COST

10. I CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 14.00 WERE SOLD TO THE WARDROOM MESS

11. THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 0.00 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 14.00

12. SEE ATTACHED SHEET FOR ISSUE DOCUMENT NUMBERS

13. SPECIAL HANDLING

14. CONTAINERS

15. VOUCHER NUMBER AND DATE

16. BILL OF LADING NUMBER

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

19. CONTAINERS

20. VOUCHER NO.

21. SHEET TOTAL

22. GRAND TOTAL

23. REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1001

Food Service Management posts total dollar value of sales to private mess as of the last day of the month including Galley produced bakery

FB282001 TIME: 12:47 *** BILLING REPORT (DD FORM 1149) *** DATE: 15JUL98 PAGE: 1

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: FOOD SERVICE OFFICER USS DUARTE (DDG 903)

2. TO: MESS TREASURER WARDROOM MESS

3. SHIP TO: MARK FOR MESS TREASURER

4. APPROPRIATION AND SUBHEAD: UNCL. CL. SUB. COM. NO. SUBAL. LOT. AUTHORIZATION ACTIVITY

5. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES

6. QUANTITY REQUESTED

7. SUPPLY ACTION

8. UNIT PRICE

9. TOTAL COST

10. I CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 14.00 WERE SOLD TO THE WARDROOM MESS

11. THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 0.00 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 14.00

12. SEE ATTACHED SHEET FOR ISSUE DOCUMENT NUMBERS

13. SPECIAL HANDLING

14. CONTAINERS

15. VOUCHER NUMBER AND DATE

16. BILL OF LADING NUMBER

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

19. CONTAINERS

20. VOUCHER NO.

21. SHEET TOTAL

22. GRAND TOTAL

23. REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1001

FB282002 TIME: 12:47 *** BILLING REPORT (DD FORM 1149) *** DATE: 15JUL98 PAGE: 2

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: MESS TREASURER WARDROOM MESS

2. TO: MESS TREASURER WARDROOM MESS

3. SHIP TO: MARK FOR MESS TREASURER

4. APPROPRIATION AND SUBHEAD: UNCL. CL. SUB. COM. NO. SUBAL. LOT. AUTHORIZATION ACTIVITY

5. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES

6. QUANTITY REQUESTED

7. SUPPLY ACTION

8. UNIT PRICE

9. TOTAL COST

10. I CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 14.00 WERE SOLD TO THE WARDROOM MESS

11. THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 0.00 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 14.00

12. SEE ATTACHED SHEET FOR ISSUE DOCUMENT NUMBERS

13. SPECIAL HANDLING

14. CONTAINERS

15. VOUCHER NUMBER AND DATE

16. BILL OF LADING NUMBER

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

19. CONTAINERS

20. VOUCHER NO.

21. SHEET TOTAL

22. GRAND TOTAL

23. REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1001

FB460001 TIME: 12:48 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)

NAVSUP FORM 367 (Rev. 1-80) S/N 0102-LF-500-3670

ACTIVITY USS DUARTE (DDG 903)

COMPANDING OFFICER: USMC-1888

U.I.C. 021111

NO.	DAY	SOURCE	DOCUMENT NO.	VALUE	ACTIVITY PURPOSE	AMOUNT NO.	VALUE
1	INVENTORY BROUGHT FORWARD			22,020.7651	4 30 ALL OTHERS		24.4600
2	DOUGHTIES	8091 101 9183	1,169.1729	5 31 ALL OTHERS		37.5200	
3	COCA-COLA USA	8091 9970 9226	366.3000	6 30 SURVEY	8181 0007	860.3000	
4	MARVA MAID DAIRY	8091 9944 9207	35.9000	6 30 WARDROOM MESS		146.8100	
5	DOUGHTIES	8091 101 9180	57.9200	6 30 ALL OTHERS		133.8400	
6	MARVA MAID DAIRY	8091 9905 9207	123.3200	6 30 USS DUARTE (DDG 903)	021880 8181 9514	7.0000	
7	DOUGHTIES	8091 9947 9207	351.4500	6 30 EXPENDITURE WITHOUT SURVEY	8181 0905	49.8600	
8	MARVA MAID DAIRY	8091 9901 9995	114.6528	6 30 ISSUES TO THE GENERAL MESS		49,616.2056	
9	DOUGHTIES	8091 101 9186	861.9286	6 30 INVENTORY		26,745.8085	
10	MSC CHARLESTON	8097 101 9463	498.8000	6 30 SUBTOTAL		77,660.4041	
11	DOUGHTIES	8097 102 9279	1,683.0471	6 30 EXPENDITURE WITHOUT SURVEY		2,068.5485	
12	MARVA MAID DAIRY	8091 9901 9207	122.8188	6 30 PRICE ADJUSTMENT		79,591.0684	
13	MARVA MAID DAIRY	8090 9901 9207	1,900.7000	6 30 TOTAL		79,591.0684	
14	DOUGHTIES	8091 101 9180	57.9200				
15	MARVA MAID DAIRY	8091 9905 9207	123.3200				
16	MSC CHARLESTON	8104 102 9461	318.4000				
17	DOUGHTIES	8104 101 9188	873.9577				
18	MARVA MAID DAIRY	8106 9905 9207	103.4560				
19	DOUGHTIES	8107 102 9279	1,683.0471				
20	MARVA MAID DAIRY	8110 9901 9207	122.8188				
21	DOUGHTIES	8110 9901 9207	122.8188				
22	MARVA MAID DAIRY	8110 9901 9207	122.8188				
23	DOUGHTIES	8106 101 9119	761.7138				
24	MSC CHARLESTON	8112 101 9463	389.3700				

* Receipt Without Charge # Transfer With Reimbursement

NAVSUP FORM 367

Figure 6-15

POSTING OTHER SALES TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

F827Z0001 TIME: 1545
USS DUARTE (DDG 90) (V21111)

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

NAVSUP FORM 335

DATE: 15 JUL 98 PAGE: 2

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

SUBSISTENCE LEDGER (4442)

STOCK NO				ITEM		S14, EGG, WHOLE, TABLE TYPE, 10 LB	
EXPENDITURES				EXPENDITURES		EXPENDITURES	
MO.	DAY	PRICE	QUANTITY	AMOUNT	MO.	DAY	PRICE
04/01	05	28	15.00	420.00	06	16	30.00
04/01	05	29	30.00	870.00	06	17	30.00
04/01	05	30	15.00	420.00	06	18	30.00
04/01	05	31	30.00	870.00	06	19	90.00
04/01	06	01	15.00	420.00	06	20	15.00
04/01	06	02	60.00	1680.00	06	21	15.00
04/01	06	02	90.00	2520.00	06	22	15.00
04/01	06	02	30.00	840.00	06	23	15.00
04/01	06	03	15.00	420.00	06	24	15.00
04/01	06	05	30.00	840.00	06	25	15.00
04/01	06	06	15.00	420.00	06	26	30.00
04/01	06	07	15.00	420.00	06	28	30.00
04/01	06	09	30.00	840.00	06	30	1175.00
04/01	06	10	30.00	840.00			
04/01	06	11	120.00	3360.00			
04/01	06	11	15.00	420.00			
04/01	06	15	15.00	420.00			
04/01	06	16					

Extended using
last receipt price

OTH 10.00

Figure 6-16

NAVSUP P-486 Volume I - Food Service Management

POSTING OTHER SALES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

SHIPPING CONTAINER TALLY																			1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																																																																																																																																				
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2. TO																			8. PRIORITY																																																																																																																																				
Food Service Officer USS Duarte (DDG 90)																			9. AUTHORITY OR PURPOSE																																																																																																																																				
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W.B. ELLES, ENS W. B. ELLIS, ENS, SC, USN																			B.B. WASHINGTON, MS2 B. B. WASHINGTON, MS2																			J.M. HAROLD, MS3 T. M. HAROLD, MS3																																																																																																																	
16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO																			17. SPECIAL HANDLING																																																																																																																																				
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F84600001 TIME: 12:48 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ***										DATE: 15JUL98 PAGE: 1									
RECORD OF RECEIPTS AND EXPENDITURES (4442)										ACTIVITY USS DUARTE (DDG 90)									
NAVSUP FORM 367 (REV. 1-80) S/N 0108-LF-500-3670										COMMANDING OFFICER 2888-1888 U.I.C. V21111									
RECEIPTS										EXPENDITURES									
*1998	Mo.	Day	SOURCE	DOCUMENT NO.	VALUE	*1998	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE								
4	1		INVENTORY BROUGHT FORWARD		22,020.7651	4	30		ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600								
4	1		DOUGHTIES	8091 101 9X83	1,169.1729	5	31		ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200								
4	1		COCA-COLA USA	8091 9P70 9Z26	366.3000	6	30		SURVEY	8181 0001	860.3000								
4	1		MARVA MAID DAIRY	8091 9U46 9Z07	35.9280	6	30		WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100								
4	3		DOUGHTIES	8093 101 9X86	57.3920	6	30		ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400								
4	3		MARVA MAID DAIRY	8093 9U93 9Z07	123.3280	6	30		(ACTIVITY NAME)		134.2100								
4	3		KOTARIDES BAKING	8093 9U67	351.4500	6	30		EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600								
4	3		MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30		ISSUES TO THE GENERAL MESS		49,616.2056								
4	7		DOUGHTIES	8093 101 9X86	861.9286	6	30		INVENTORY		26,745.8085								
4	7		NSC CHARLESTON	8097 101 9U43	498.8000	6	30		SUBTOTAL		77,660.4041								
4	7		DOUGHTIES	8097 102 9X79	1,603.0451	6	30		PRICE ADJUSTMENT		-2,068.5483								
4	8		MARVA MAID DAIRY	8098 9X91 9X95	122.2128	6	30		TOTAL		75,591.8558								
4	9		MARVA MAID DAIRY	8099 9U93 9Z07	1,900.7000														
4	10		KOTARIDES BAKING	8100 9U67	364.9500														
4	14		DOUGHTIES	8099 101 9Y56	1,740.5755														
4	14		NSC CHARLESTON	8104 102 9U41	318.4000														
4	16		DOUGHTIES	8104 101 9X88	873.9577														
4	16		MARVA MAID DAIRY	8106 9U93 9Z07	103.4560														
4	17		KOTARIDES BAKING	8107 9U67	322.2000														
4	20		MARVA MAID DAIRY	8110 9U93 9Z07	159.3560														
4	20		MARVA MAID DAIRY	8110 9X91 9Z56	143.8656														
4	21		DOUGHTIES	8106 101 9Y19	761.7118														
4	22		NSC CHARLESTON	8112 101 9U43	389.3700														

Figure 6-17

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CASH COLLECTION VOUCHER (DD FORM 1131)

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NO. CS-25		
		RECEIVING OFFICE COLLECTION VOUCHER NO.		
R E C E I V I N G	ACTIVITY (Name and location) (Include ZIP Code) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882-1888			
	RECEIVED AND FORWARDED BY (Printed name, title and signature) PAUL H. DEDERICK, FINANCIAL MANAGER			DATE 06/29/98
D I S B U R S I N G	ACTIVITY (Name and location) (Include ZIP Code) DISBURSING OFFICE,			
	DISBURSING OFFICER (Printed name, title and signature) DAVID W. BALL LT DISBURSING OFFICER		DISBURSING STATION SYMBOL NO. 5040	DATE RECEIVED SUBJECT TO COLLECTION 23 Dec 19XX
PERIOD: FROM TO				
DATE RECD	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
22 DEC	COLUMBINE COUNCIL OF ACT INC CHECK #242 DATED 20 Dec 19XX IN PAYMENT OF ACT 8, 9, 10, & 12		12.00	5793840 559-41B4 59296G P448.02 480.27 C98 S410601
			10.20	5793840 559 41B4 59296G P448.02 480.37 C98 S410601
			14.70	5793840 559-41B4 59296G P448.08 492.07 C98 S410601
			11.68	5793840 559-41B4 59296G P448.08 495.07 C98 S410601
TOTAL			48.58	

DD Form 1131, APR 57
125/153

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

Form approved by Comptroller General, U.S.
24 January 1958

Figure 6-18

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BILLING AND COLLECTION OF OTHER SALES ON VOUCHER FOR TRANSFER
BETWEEN APPROPRIATION AND/OR FUNDS (STANDARD FORM 1080)

Standard Form 1080 Revised May 1970 2 Treasury FRM 2500 1080-108-03 S/N 0109-202-6205		VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS		VOUCHER NO. 00000045	
Department, establishment, bureau, or office billing FOOD SERVICE OFFICER US NAVAL STATION DUARTE 100 SOUTH BEND AVE. SAN DIEGO CALIF. 00001-0002 Department, establishment, bureau, or office billed • FOOD SERVICE DEPARTMENT US NAVAL HOSPITAL BALBOA SAN DIEGO, CALIF. 92167-4709				SCHEDULE NO.	
				BILL NO. N05504-3271-4709	
				PAID BY	

ORDER NO.	DATE OF DELIVERY	ARTICLES OR SERVICES	QUAN- TITY	UNIT PRICE		AMOUNT DOLLARS AND CENTS
				COST	PER	
		SUBSISTENCE FOR THE MONTH OF SEPT. '93				
		V21 CARROTS	150	.27	LB	40.50
		V27 CELERY	220	.45	LB	99.00
		V42 CUCUMBER	125	.48	LB	60.00
		V72 LETTUCE	130	.83	LB	107.90
		V83 ONIONS	200	.32		64.00
		W03 PEPPERS, GREEN	50	.98	LB	49.00
		W41 TOMAOES	160	.67	LB	106.20
TOTAL						\$677.60

Remittance in payment hereof should be sent to—

ACCOUNTING CLASSIFICATION - Billing Office							
Appropriation Symbol and Subhead	Object Class	Bureau Cont. and Subhead. No.	Auth. Acctg. Activity	T Y P E	Property Acctg. Activity	Cost Code	Amount
17-1804.22TF	000	00031	068732	3C	003273	0N0550473110	\$677.60

CERTIFICATE OF OFFICE BILLED	
I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.	
28 Sep 93 (Date)	 (Authorized representative or certifying officer) Supply Officer (Title)

ACCOUNTING CLASSIFICATION - Office Billed								
1731804.6284	000	04709	0	068566	2D	000562	00581A35FT37	\$677.60

Print by Check No.

Figure 6-19

PART E: CLOSING THE GENERAL MESS

6400 GENERAL

Upon notification of decommissioning, deactivation or extended closure, and not to conflict with instructions provided by type commanders or higher authority, requisitions for replenishment will be adjusted for acquisition of only essential food items required for the duration of active status. Menus will be adjusted to use on hand stocks as much as possible. Every effort will be made to use or transfer all food items considered fit for consumption prior to the disestablishment of the general mess. In no case will food that is fit for consumption be destroyed and/or surveyed. Food will be distributed in accordance with para 3402.

6401 IDENTIFICATION OF REQUIREMENTS

The first step to expending stocks at a general mess scheduled for closure is to determine what stocks on board must be retained to support the anticipated customer base and menu until deactivation. These should be identified and segregated if possible. All remaining stocks should then be inspected by qualified medical/veterinary personnel. Unfit items should be certified as such and surveyed in accordance with paras. 6001 and 6002. Shelf life extensions should be made as appropriate. This process should be accomplished as far in advance as three to six months if possible.

6402 EXPENDITURE OF STOCKS

1. DISPOSING OF EXCESS STOCKS PROCEDURES. Stocks not required, as determined in para. 6501, are candidates for expenditures in accordance with the provisions of Parts A, B, C, and D of this chapter. The suggested sequence of steps to dispose of excess stocks is as follows:

- a. Survey all material certified by medical/veterinary personnel to be unfit for consumption in accordance with paras. 6001 and 6002.
- b. Attempt transfers without charge to other ships and stations in the vicinity in accordance with para. 6202.
- c. Attempt sales to Military Sealift Command Civil Service manned ships and authorized messes in accordance with paras. 6306 and 6307.
- d. Request squadron, type command or claimant assistance for redistribution within the claimancy if necessary.
- e. Remaining food products fit for consumption should be sent to Defense Reutilization and Marketing Office (DRMO) per para 3402.

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CHAPTER 7

GENERAL MESS REPORTS, INVENTORY, AND FINANCIAL RETURNS

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CHAPTER 7

GENERAL MESS REPORTS, INVENTORY, AND FINANCIAL RETURNS

PART A: MONTHLY REPORTS

7000 RATION AND SALES REPORT (NAVSUP FORM 1357)

1. PURPOSE. The Ration and Sales Report (NAVSUP Form 1357) (Figure 7-1) is the principal monthly food service report. Essential information on the report is:

- a. Receipts with charge,
- b. Rations fed,
- c. Cash sales transactions,
- d. Cash deposits.

2. SUBMISSION. The electronic copy of the NAVSUP Form 1357 will be electronically transmitted to SUP 51 not later than the 5th day of the month following the end of the reporting period. For automated activities, the NAVSUP Form 1357 is prepared in an original and one copy. Copy 1 is provided to the Disbursing Officer. The NAVSUP Form 1357 will be transmitted to SUP 51 by SALTS or other electronic means not later than the 5th day of the month following the end of the reporting period. Detailed procedures are in Appendix A.

a. If due to operational necessity, the NAVSUP Form 1357 cannot be submitted on or before the date required, a message will be sent to SUP 51 (copy to applicable (TYCOM) Type Commander) explaining the delay and specifying the amount of receipts with charge. As an interim measure submarines submitting late returns due to operational necessity forward total receipts with charge to date to SUP 51 via electronic means. The message should be transmitted as soon as administrative messages can be released. All money values in the "Receipts with Charge" block and "Cash Statement" section will be rounded to the nearest dollar. Do not report cents (.00).

b. The NAVSUP Form 1357 will be electronically transmitted to SUP 51 for each month even though the general mess is temporarily closed. (If the general mess is expected to be closed).

c. Any undeposited sales outstanding at the end of the fiscal year (30 September) must be carried forward on a NAVSUP Form 1357 separate from NAVSUP Form 1357 being opened for the new fiscal year. This will result in the electronic submission of two Ration and Sales Reports until all collections from the prior fiscal year are reported as deposited. The Ration and Sales Report being opened for the new fiscal year will show \$0 as the opening entry for undeposited sales. If undeposited sales at fiscal year end cause submission of two NAVSUP Forms 1357 for the same month, they must be annotated at the top to indicate the fiscal year to which they apply. Refer to NAVSUP Note 7300 for additional guidance.

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7001 PREPARATION OF THE NAVSUP FORM 1357

1. HEADING AND ACCOUNTING CLASSIFICATION SECTIONS. Disbursing officers are required to submit their financial reports on the first workday of each month. They use the "Certification" section of the NAVSUP Form 1357 to substantiate any deposits made by the Food Service Officer during the previous month. Food Service Officers will complete the "Heading" and "Accounting Classification" sections of the NAVSUP Form 1357 as follows: For automated activities, all information will be entered automatically by FSM during processing of the NS 1357.

a. Heading

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Activity	Enter name and complete mailing address including zip code.
Period	Enter the "from" and "to" dates the general mess operated.
Facility Operated	Enter the number of days the general mess was in operation.
U.I.C.	Enter the unit identification code (without alphabetic prefix).
b. Accounting Classification	(Figure 7-2)
(1) Sales:	
Appropriation:	Enter the last digit of the fiscal year of the report between 17 and 1453.
Subhead	2241(Ensure preprinted form is correct or make pen and ink correction.)
Obj. Class.	(See Note 1 if sales are made while overseas.)
Cost Code	12 digits consisting of 0, followed by the service designator and UIC of the activity followed by 73170 (afloat), 73110 (ashore in US) or 73160 (ashore in Alaska, Hawaii and overseas).
Country Code	(See Note 1 if sales are made while overseas.)
Amount	Enter the total dollar value of collections during the month that represent meal and food sales for the month. Do not include surcharges collected in this block.

(2) Surcharge O&MN:

Appropriation	Enter the last digit of the fiscal year of the report between 17 and 1804.
Obj. Class.	(See Note 1 if sales are made overseas.)

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Sub Head	(See Note 5)
Obj. Class.	(See Note 5)
Bureau Cont. No.	(See Note 5)
Sub Allot.	(See Note 5)
Auth'n Acct'g Act'y	(See Note 5)
Trans Type	(See Note 5)
Prop. Acct'g Act'y	(See Note 5)
Cost Code	(See Note 5)
Amount	Afloat - No value will be entered in this block since 100% of all surcharges will be entered in the Surcharge-O&MN block. Ashore - No value will be entered in this block since 100% of all surcharges will be entered in the Surcharge-O&MN block.

Note #1: COUNTRY CODE AND SOURCE CODE REQUIREMENTS. The Sale of meals to foreign national personnel overseas (including surcharges and flight meals) affect the international balance of payments. Navy general messes located at overseas shore installations and United States ships homeported in foreign countries selling meals or food items, must include a country code (Navy Comptroller Manual, para. 027002) and a collection source code (Navy Comptroller Manual, para. 027004) when reporting sales on the NAVSUP Form 1357. Source Code 20 will be used for receipts from sales to U.S. personnel. Source Code 37 will be used for receipts from sales to foreign national personnel. The following example is provided to show sales made by a Navy general mess in Italy:

- a. sales to United States personnel and dependents
 - (1) country code: IT (Italy)
 - (2) source code: 20
- b. sales to foreign national personnel (Including those attached to a NATO command)
 - (1) country code: IT (Italy)
 - (2) source code: 37
- c. sales to authorized private messes
 - (1) country code: US (United States)
 - (2) source code: none

The country code will be inserted after the "Country code" caption on the left side of the line bearing the "Accounting Classification" caption on the NAVSUP Form 1357. The source code will be entered on the left of the preprinted "7" in the "Obj. class." column. Separate NAVSUP Forms 1357 will be electronically transmitted for each type of collection source code transaction made during a reporting period.

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Note #2: SURCHARGE ALLOCATION FOR ASHORE GENERAL MESSES. All surcharge funds will be credited to the O&MN account.

Note #5: Proper O&MN accounting citation must be obtained from major claimant/type commander or local comptroller.

2. CERTIFICATION SECTION

a. After the Food Service Officer has completed the "Heading" and "Accounting Classification" sections, the NAVSUP Form 1357 will be presented to the Disbursing Officer:

- (1) concurrent with or after the last deposit made during the report period;
- (2) on or before the last day of the month;
- (3) if the general mess returns are submitted on the relief of the Food Service Officer or Commanding Officer aboard ships without a Supply Corps Officer; and
- (4) each time cash is deposited with a different Disbursing Officer.

b. Disbursing Officers will complete the "Certification" section ensuring (Figure 7-2):

- (1) the date of deposit is within the "Period" in the "Heading", and
- (2) the total amount of cash received agrees with the total of "Sales" and "Surcharge" reported in the "Accounting Classification" section.

3. RECEIPTS WITH CHARGE, RATION BREAKDOWN AND CASH STATEMENT SECTIONS. No later than the 5th day of the month following the period of report, the NAVSUP Form 1357 will be completed as follows:

a. Receipts with Charge. Enter the total dollar value of receipts with charge during the report period. This value can be obtained by adding all receipts in the "Receipts with Charge" file. This value can also be obtained from the Record of Receipts and Expenditures (NAVSUP Form 367) by adding all receipts not annotated with "w/o" in the left hand margin. Round the value to the nearest whole dollar. Do not include cents. (Figure 7-3)

b. Ration Breakdown Ashore. Enter the total rations fed by category and rations sold for cash extracted from the Recapitulation of Meal Record (NAVSUP Form 1292) in accordance with para. 2305 (Figure 7-4). Gains due to rounding of the NAVSUP Form 1292 will be added to the Navy regular block.

c. Ration Breakdown Afloat. Rations credited each day are determined on whether the ship is at sea or in port in accordance with para. 2403. Determining the ration breakdown for afloat units is done in reverse order using the NAVSUP Form 338 as follows (Figure 7-5):

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Data Block and Caption

Instructions for 1357 Entry

Block 16

Enter the cumulative total at the end of the month from column (13) extracted from the NAVSUP Form 338. During the second and third month of an accounting period, subtract the previous monthly cumulative total from the current monthly cumulative total to obtain actual "Grand Total" for the month.

Block 2

Enter the cumulative total at the end of the month from column (6) extracted from the NAVSUP Form 338. During the second and third month of an accounting period, subtract the previous monthly cumulative total from the current monthly cumulative total to obtain actual "Total" of meals sold for cash for the month.

Blocks 3-14

Enter the total number of rations fed for the month obtained from local records or Certification forms prepared by the Food Service Officer for all categories listed in these blocks.

Block 15

Enter the sum of all rations listed in blocks 3-14.

Block 1

Enter the difference between "Total Other Personnel" block 15 and "Grand Total" block 16.

NOTE ON RATION BREAKDOWN: Ensure all rations annotated with a 2/ have a certification prepared and forward to SUP 51, except line 10a and 10b (National Guard).

d. Cash Statement

Data Block and Caption

Instructions for Entry

Line (1)

Enter the value from line (5) of the previous monthly NAVSUP Form 1357. The data on this line represents all cash on hand and/or uncollected bills representing cash in the Food Service Officer's accountability on the first day of the report period. (Figure 7-6)

Line (2a)

Enter the value of all meals sold, collected or uncollected, for the current month, excluding surcharges, extracted from the Cash Meal Payment Book (DD Form 1544) and the Sale of General Mess Meals (NAVSUP Form 1046).

Line (2b)

Leave Blank

Line (2c)

Enter the total value of food items sold from the general mess for the report period. This value is extracted from the billing documents to private messes and DD Form 1149 billing documents for transfers with reimbursement or other sales. (Figure 7-7).

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- Line (2d) Enter the sum of lines 2a, 2b and 2c. This line represents the total of sales transactions for the report period.
- Line (2e) Enter the total value of surcharges collected or uncollected for meals sold from the general mess extracted from the Cash Meal Payment Book (DD Form 1544) and the Sale of General Mess Meals (NAVSUP Form 1046). (Figure 7-8).
- Line (2f) Enter the sum of lines 2d and 2e. The line represents the increased accountability generated during the period by the Food Service Officer regardless whether deposited or undeposited.
- Line (3) Enter the total value of deposits made with the Disbursing Officer during the report period extracted from the Cash Receipt Book (NAVSUP Form 470). This value must agree with the value contained in the "Certification" block of the NAVSUP Form 1357 (Figure 7-9).
- Line (4) Enter the total value of other sales of meals for which cash was not collected. This will include payment by voucher transfer between accounting classifications, cash overages/shortages and differences in rounding. Document will be maintained by the FSO and provided to SUP 51 upon request. Examples of entries on this line which will be included as explanations on the reverse side of the NAVSUP Form 1357 include:
- a. cash overages and shortages (including thefts) \$5 or less generated during the month,
 - b. cash overages/shortages exceeding \$5 will be reported on line 4 upon receipt of a letter from SUP 51 granting authority to reduce accountability,
 - c. differences due to rounding to the nearest dollar when preparing the cash statement,
 - d. total value of meals sold for which payment has been reported to a Disbursing Officer on other documents, such as Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080), Voucher for Cash Collection (DD Form 1131), Military Pay Order (NAVCOMPT FORM 3060), or other forms that serve the same purpose. These documents substantiate non-cash sales, sales, such as pay record checkage on fleet ballistic missile submarines, sales to foreign food service employees, sales to hospitals for patients, etc., and
 - e. surcharge values transferred to appropriation, Operation and Maintenance, Navy, with copy of the transfer document attached (for appropriation only).

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Line (5) Enter the total of the following equation: $1 + 2f - 3 - 4$. Data in this line represents all cash on hand or uncollected and/or vouchers representing cash in the Food Service Officer's accountability on the last day of the report period. This amount will be reported on line 1 of the next months NAVSUP Form 1357 (Figure 7-10).

Food Service Officer Signature and Date The Food Service Officer will sign and insert the typed name, rank and date after all segments of NAVSUP Form 1357 have been completed (Figure 7-10).

7002 DISTRIBUTION OF THE NAVSUP FORM 1357

Distribution of the Ration and Sales Report (NAVSUP Form 1357) is as follows:

- a. Original – Hard copy retained by the Food Service Officer and placed with the retained returns,
- b. Copy 1 - Provided to the Disbursing Officer.

When deposits are made retain the original document signed by the Disbursing Officer.

For automated activities, an electronic copy is forwarded to SUP 51. The NAVSUP Form 1357 is transmitted to NAVSUP via SALTS or other expeditious electronic means.

7003 NONAVAILABILITY OF DISBURSING OFFICER

When, because of non-availability of a Disbursing Officer, funds in the custody of the Food Service Officer will be deposited with any government Disbursing Officer (e.g. other services finance officers, other ships Disbursing Officers, etc.). If they cannot be deposited, on or before the last day of the month, a Ration and Sales Report (NAVSUP Form 1357) will be prepared by the Food Service Officer in an original and one copy. If funds cannot be deposited in accordance with paragraph 2202.3, contact your TYCOM representative for guidance.

7004 PREPARATION OF NAVSUP FORM 1357 FOR FLEET BALLISTIC MISSILE SUBMARINES

Cash collection, deposit, and preparation of the Ration and Sales Report (NAVSUP Form 1357) for the sale of meals aboard fleet ballistic missile submarines will be on a patrol basis rather than on a monthly basis. Collection for sale of meals may be made by pay record checkage in accordance with the Navy Pay and Personnel Procedures Manual, para. 30122 (Table 3-1-7), if desired. If a patrol of an FBM submarine extends into a new fiscal year, a separate NAVSUP Form 1357 will be electronically transmitted for that part of the patrol which occurred in each fiscal year.

7005 PROCEDURES FOR SUBMITTING CORRECTED NAVSUP FORM 1357

1. GENERAL. As the result of discovered errors or omissions, submission of a corrected Ration and Sales Report will be necessary. Any errors in undeposited sales at the beginning or end of a month/patrol cycle will affect preceding/subsequent submittals.

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2. PROCEDURES WHEN SUBMITTING A MANUAL CORRECTED REPORT

- a. All entries which reflect corrected figures, will be annotated with one asterisk (*) on the original and copy. (Figure 7-11)
- b. Two asterisks (**) will be placed next to figures on the original and copy for which supporting documentation/certification were not previously submitted, but are now included.
- c. Errors in the Disbursing Officer's certification section require that the section be filled out completely and signed by the Disbursing Officer. If there are no errors in this section, it will be completed in its entirety with the exception of the signature block. The word "SIGNED" will be entered in place of the Disbursing Officer's signature and initialed by the Food Service Officer.
- d. Each corrected NAVSUP Form 1357 that is retained in the accountability file will be annotated on the top with "CORRECTED REPORT NO. (insert no.)". The corrected reports for the month/patrol cycle will be numbered consecutively.
- e. The Food Service Officer will sign and insert the typed name, rank and current date after all sections of the NAVSUP Form 1357 have been completed and proper documentation attached to the original and copy.

3. PROCEDURES WHEN SUBMITTING AN AUTOMATED CORRECTED REPORT. Each time a change is made within the FSM that affects the 1357 you must reprint a new 1357. Reprinting the 1357 will overwrite the 1357 that is in the Automated Data Transfer Function of the FSM. The newly reprinted 1357 should be the one that is re-transmitted via Streamlined Automated Logistics Transmission System (SALTS) for corrected copy. It is not necessary to indicate corrected copy. Supporting documents that were not previously submitted, but are now included will have to be reported via mail.

NAVSUP P-486 Volume I - Food Service Management

RATION AND SALES REPORT (NAVSUP FORM 1357)

F84500001 TIME: 13:31		*** RATIONS AND SALES REPORT (NAVSUP FORM 1357) ***		DATE: 15JUL98 PAGE: 1	
RATIONS AND SALES REPORT NAVSUP FORM 1357 (SPT) (REV.12-81)		NAVSUP REPORT:7330-47			
ACTIVITY (NAME AND MAILING ADDRESS) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28882-1888		PERIOD 1 Jun 1998 THRU 30 Jun 1998	FACILITY OPERATED (No. of days) 30	UIC 21111	

RECEIPTS 1/ WITH CHARGE	AMOUNT (Nearest dollar) 23,417	CASH STATEMENT																																																																																																																
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="3">RATION BREAKDOWN</th> </tr> <tr> <th>TYPE OF PERSONNEL AND CODE</th> <th>RAYONS FED</th> <th></th> </tr> <tr> <td>Navy Regular 1/</td> <td>1</td> <td>287</td> </tr> <tr> <td>Other</td> <td>****</td> <td>*****</td> </tr> <tr> <td>Rations sold for cash</td> <td>2</td> <td>337</td> </tr> <tr> <td>Reserve</td> <td>3</td> <td>59</td> </tr> <tr> <td>ROTC 2/</td> <td>4</td> <td></td> </tr> <tr> <td>Midshipmen 2/ (Naval Academy)</td> <td>5</td> <td></td> </tr> <tr> <td>Regular</td> <td>6</td> <td>2,255</td> </tr> <tr> <td>Reserve</td> <td>7</td> <td></td> </tr> <tr> <td>Regular</td> <td>8</td> <td>315</td> </tr> <tr> <td>Reserve</td> <td>9</td> <td></td> </tr> <tr> <td>National Guard 2/</td> <td>10</td> <td></td> </tr> <tr> <td>Regular</td> <td>11</td> <td></td> </tr> <tr> <td>National Guard 2/</td> <td>10</td> <td></td> </tr> <tr> <td>Coast Guard 2/</td> <td>12</td> <td>2</td> </tr> <tr> <td>Foreign 2/</td> <td>13</td> <td></td> </tr> <tr> <td>TAR 2/ OTHER 2/</td> <td>14</td> <td>2</td> </tr> <tr> <td>TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)</td> <td>15</td> <td>2,970</td> </tr> <tr> <td>GRAND TOTAL 1/ (Codes 1 and 15)</td> <td>16</td> <td>3,257</td> </tr> </table>		RATION BREAKDOWN			TYPE OF PERSONNEL AND CODE	RAYONS FED		Navy Regular 1/	1	287	Other	****	*****	Rations sold for cash	2	337	Reserve	3	59	ROTC 2/	4		Midshipmen 2/ (Naval Academy)	5		Regular	6	2,255	Reserve	7		Regular	8	315	Reserve	9		National Guard 2/	10		Regular	11		National Guard 2/	10		Coast Guard 2/	12	2	Foreign 2/	13		TAR 2/ OTHER 2/	14	2	TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	15	2,970	GRAND TOTAL 1/ (Codes 1 and 15)	16	3,257	<p>1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 1,701</p> <p>2. Breakdown of sales *</p> <p>a. Sale of general mess meals (Excluding surcharges).....\$ 2,021</p> <p>b. Sale of special meals (NAVSUP FORM 1340).....</p> <p>c. Sale of bulk food items.....319</p> <p>d. Total sales (Sum of a, b and c).....\$ 2,340</p> <p>e. Surcharges on general mess meals.....644</p> <p>f. TOTAL (Sum of d and e).....\$ 2,984</p> <p>*Note: Only sales/surcharges made within report period are applicable</p> <p>3. Cash deposited with disbursing officer.....2,056</p> <p>4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....1</p> <p>5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....\$ 2,628</p> <p>NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR</p> <p>CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.</p> <p>DISBURSING OFFICER (Typed Name) R.C. FAMILY ENS SIGNATURE DATE 06/30/98 D.O. SYMBOL 18888 COLL'N VOUCHER NO. C134003</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>COUNTRY CODE:</th> <th>US</th> <th>INSERT LAST DIGIT OF CURRENT FY</th> <th>APPROPRIATION</th> <th>SUB-HEAD</th> <th>OBJ. CLASS</th> <th>BUREAU CONT NO.</th> <th>SUB ALLOT</th> <th>AUTH'N ACCT'G ACT'Y</th> <th>TRANS TYPE</th> <th>PROP. ACCT'G ACT'Y</th> <th>COST CODE (Seller's UIC, funct'l acct. no.)</th> <th>AMOUNT</th> </tr> <tr> <td>SALES</td> <td>17</td> <td>8 1453</td> <td>227f</td> <td>007</td> <td>00031</td> <td>0</td> <td>068732</td> <td>3C</td> <td>008181</td> <td>0V2111173110</td> <td>\$</td> <td>1,433.65</td> </tr> <tr> <td>SURCHARGES MPN</td> <td>17</td> <td>8 1453</td> <td>2202</td> <td>000</td> <td>00031</td> <td>0</td> <td>000022</td> <td>3C</td> <td>*****</td> <td>0V2111173810</td> <td>\$</td> <td></td> </tr> <tr> <td>SURCHARGES O & MN</td> <td>17</td> <td>8 1804</td> <td>2241</td> <td>000</td> <td>41118</td> <td>0</td> <td>068732</td> <td>2D</td> <td></td> <td>0N0010973110</td> <td>\$</td> <td>622.00</td> </tr> </table> <p>1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.</p> <p>2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.</p> <p>FOOD SERVICE OFFICER (Signature) W.B. ELLIS LTJG DATE 1 July 98</p>	COUNTRY CODE:	US	INSERT LAST DIGIT OF CURRENT FY	APPROPRIATION	SUB-HEAD	OBJ. CLASS	BUREAU CONT NO.	SUB ALLOT	AUTH'N ACCT'G ACT'Y	TRANS TYPE	PROP. ACCT'G ACT'Y	COST CODE (Seller's UIC, funct'l acct. no.)	AMOUNT	SALES	17	8 1453	227f	007	00031	0	068732	3C	008181	0V2111173110	\$	1,433.65	SURCHARGES MPN	17	8 1453	2202	000	00031	0	000022	3C	*****	0V2111173810	\$		SURCHARGES O & MN	17	8 1804	2241	000	41118	0	068732	2D		0N0010973110	\$	622.00
RATION BREAKDOWN																																																																																																																		
TYPE OF PERSONNEL AND CODE	RAYONS FED																																																																																																																	
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ROTC 2/	4																																																																																																																	
Midshipmen 2/ (Naval Academy)	5																																																																																																																	
Regular	6	2,255																																																																																																																
Reserve	7																																																																																																																	
Regular	8	315																																																																																																																
Reserve	9																																																																																																																	
National Guard 2/	10																																																																																																																	
Regular	11																																																																																																																	
National Guard 2/	10																																																																																																																	
Coast Guard 2/	12	2																																																																																																																
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SALES	17	8 1453	227f	007	00031	0	068732	3C	008181	0V2111173110	\$	1,433.65																																																																																																						
SURCHARGES MPN	17	8 1453	2202	000	00031	0	000022	3C	*****	0V2111173810	\$																																																																																																							
SURCHARGES O & MN	17	8 1804	2241	000	41118	0	068732	2D		0N0010973110	\$	622.00																																																																																																						

Figure 7-1

NAVSUP P-486 Volume I - Food Service Management

RECORDING DATA ON THE CERTIFICATION AND ACCOUNTING CLASSIFICATION SECTIONS TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

Cash deposited with the Disbursing Officer must equal the certification section of the NAVSUP form 1357 and the total dollar value deposited as recorded on the NAVSUP form 470

The sum of the values in the accounting classification section must equal the amount in the certification section

CASH RECEIPT BOOK
SHIP'S OR COMMISSARY STORE/
ENLISTED DINING FACILITY

DATE	AMOUNT IN WORDS		AMOUNT IN FIGURES
	Dollars	Cents	
2 Jun 98	Two hundred seventy seven	ninety	277 90
5 Jun 98	Two hundred thirty six	one	236 01
9 Jun 98	Two hundred sixteen	forty one	216 41
12 Jun 98	Two hundred ninety seven	fifty	297 50
16 Jun 98	Two hundred ninety nine	sixty five	199 65
19 Jun 98	Three hundred fourteen	twenty one	314 26
23 Jun 98	Two hundred ten	twenty	210 20
26 Jun 98	Three hundred three	seventy two	303 72
			2055 65

NAVSUP FORM 470

2,628

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.

DISBURSING OFFICER (Typed Name) R.C. FANLEY DATE 06/30/98 D.O. SYMBOL 18888
SIGNATURE [Signature] ENS (Rank) COLL'N VOUCHER NO. C134003

INSERT LAST DIGIT OF CURRENT FY	APPROPRIATION	SUB-HEAD	OBJ. CLASS	BUREAU CONT NO.	SUB ALLOT	AUTH'N ACCT'G ACT'Y	TRANS TYPE	PROP. ACCT'G ACT'Y	COST CODE (Seller's M.C. funct'l acct'g used)	AMOUNT
SALES	17 8 1453	22TF	007	00031	0	068732	3C	008181	0V2111173110	\$ 1,433.65
SURCHARGES MPN	17 8 1453	2202	000	00031	0	000022	3C	*****	0V2111173810	\$
SURCHARGES O & MN	17 8 1804	2241	000	41118	0	068732	2D		0N0010973110	\$ 622.00

1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.

2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.

FOOD SERVICE OFFICER (Signature) W.B. Ellis LTJG
W. B. ELLIS LTJG

DATE

NAVSUP FORM 1357

Figure 7-2

NAVSUP P-486 Volume I - Food Service Management

RECORDING DATA ON RECEIPTS WITH CHARGE SECTION TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

F84500001 TIME: 13:31 *** RATIONS AND SALES REPORT (NAVSUP FORM 1357) *** DATE: 15JUL98 PAGE: 1

NAVSUP FORM 1357 (SPT) (REV.12-81) NAVSUP REPORT:7330-47

ACTIVITY (NAME AND MAILING ADDRESS) NAVAL STATION DUARTE
COMMANDING OFFICER
NAVAL STATION DUARTE
FPO-AE 28882-1888 PERIOD 1 Jun 1998 THRU 30 Jun 1998 FACILITY OPERATED (No. of days) 30 UIC 21

RECEIPTS 1/ WITH CHARGE AMOUNT (Nearest dollar) 23,417 CASH STATEMENT

RAYON BREAKDOWN
TYPE OF PERSONNEL AND CODE RATION FED
Regular 1/ 1 287

1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward)

General mess meals (Excludes mess (NAVSUP Form 1357))

NAVSUP FORM 1357

Total dollar value of all receipts with charge for the month rounded to the nearest dollar (do not include receipts without charge as indicated with a asterisk)

F84600001 TIME: 13:42 *** RECORD OF RECEIPTS AND EXPENDITURES (4442) ***

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

*1998		SOURCE		DOCUMENT NO.			VALUE	*1998	
Mo.	Day							Mo.	Day
6	23	MARVA MAID DAIRY	8174	9S24	9251	129.7856			
6	23	MARVA MAID DAIRY	8174	9U93	9207	124.9280			
6	23	NSC NORFOLK	8174	102	9V03	60.8000			
6	26	KOTARIDES BAKING	8177	9W67		327.1500			
6	29	DOUGHTIES	8170	101	9X88	201.4678			
6	29	MARVA MAID DAIRY	8152	9U93		200.4000			
6	29	NSC NORFOLK	8180	101	9W22	52.8000			
6	30	MARVA MAID DAIRY	8152	9U93		200.4000			
6	30	NSC NORFOLK	8181	103	9W29	646.5000			
6	30	NSC NORFOLK	8181	104	9W95	166.8000			
6	30	TOTAL				75,591.8558			

F84600001 TIME: 20:20

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

*1998		SOURCE		DOCUMENT NO.		VALUE	*1998	
Mo.	Day						Mo.	Day
5	19	DOUGHTIES	8135	101	9Y56	1,413.8626		
5	19	NSC CHARLESTON	8139	102	9W43	452.7000		
5	19	MARVA MAID DAIRY	8139	9U93		90.8000		
5	21	NSC CHARLESTON	8141	101	9W32	188.0000		
5	21	MARVA MAID DAIRY	8141	9U93	9207	103.4560		
5	21	MARVA MAID DAIRY	8141	9256		72.3456		
5	22	DOUGHTIES	8139	101	9Y19	1,419.9980		
5	22	DOUGHTIES	8142	101	9X88	0.0000		
5	22	KOTARIDES BAKING	8142	9W67		303.3000		
5	26	DOUGHTIES	8146	101	9Y19	0.0000		
5	26	NSC CHARLESTON	8146	102	9W43	443.3400		
5	27	DOUGHTIES	8142	101	9X88	1,909.0739		
5	28	DOUGHTIES	8148	101	9Y83	79.1280		
5	28	MARVA MAID DAIRY	8148	9S24	9X94	71.8992		
5	28	MARVA MAID DAIRY	8148	9U93	9207	89.9280		
5	29	COCA-COLA	8149	9P70	9233	142.4500		
5	29	KOTARIDES BAKING	8149	9W67		309.1500		
6	2	DOUGHTIES	8146	101	9Y19	2,207.8385		
6	2	DOUGHTIES	8148	101	9Y83	3,156.1718		
6	2	DOUGHTIES	8153	101	9X88	0.0000		
6	2	NSC CHARLESTON	8153	102	9W43	517.5200		
6	3	MARVA MAID DAIRY	8154	9S24		13.3728		
6	3	MARVA MAID DAIRY	8154	9U93	9207	134.5280		

* Receipt Without Charge

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

*1998		SOURCE		DOCUMENT NO.		VALUE	*1998	
Mo.	Day						Mo.	Day
6	3	MARVA MAID DAIRY	8154	9X91	9251	97.2128		
6	5	KOTARIDES BAKING	8156	9W67		278.5500		
6	8	MARVA MAID DAIRY	8159	9U93		113.0000		
6	9	DOUGHTIES	8153	101	9X88	2,872.8963		
6	9	DOUGHTIE'S FOODS	8160	9K45		16.8000		
6	11	DOUGHTIES	8160	101	9Y79	2,676.4136		
6	11	DOUGHTIES	8162	101	9X86	0.0000		
6	11	NSC CHARLESTON	8162	102	9W43	547.3500		
6	11	MARVA MAID DAIRY	8162	9S24	9251	156.6656		
6	11	MARVA MAID DAIRY	8162	9U93	9207	124.9280		
6	12	COCA-COLA USA	8163	9P53	9226	284.9000		
6	12	KOTARIDES BAKING	8163	9W67		326.7000		
6	16	DOUGHTIES	8162	101	9X86	1,981.1898		
6	16	DOUGHTIES	8167	101	9Y79	0.0000		
6	16	NSC CHARLESTON	8167	102	9W41	679.1900		
6	17	MARVA MAID DAIRY	8168	9S24	9251	156.6656		
6	17	MARVA MAID DAIRY	8168	9U93	9207	118.9640		
6	19	DOUGHTIES	8167	101	9Y79	2,135.3446		
6	19	DOUGHTIES	8170	101	9X88	0.0000		
6	19	KOTARIDES BAKING	8170	9W67		330.3000		
6	20	DOUGHTIES	8171	101	9R51	521.1800		
6	23	NSC CHARLESTON	8174	101	9W50	654.6600		
6	23	COCA-COLA USA	8174	9P55	9227	203.5000		

* Receipt Without Charge # Transfer

Figure 7-3

NAVSUP P-486 Volume I - Food Service Management

RECORDING RATIIONS FED AT ASHORE ACTIVITIES TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

FB4500001 TIME: 13:31
RATIONS AND SALES REPORT
NAVSUP FORM 1357 (SPT) (REV.12-81)
ACTIVITY (NAME AND MAILING ADDRESS) NAVAL STATION DUARTE
COMMANDING OFFICER
NAVAL STATION DUARTE
FPO-AE 28

RECEIPTS 1/ WITH CHARGE		AMOUNT (Nearest dollar)
		23,417
RATION BREAKDOWN		
TYPE OF PERSONNEL AND CODE	RATIONS FED	
Navy Regular 1/	1	287
Other	****	*****
Rations sold for cash	2	337
Reserve	3	59
ROTC 2/	4	
Midshipmen 2/ (Naval Academy)	5	
Regular	6	2,255
Reserve	7	
Regular	8	315
Reserve	9	
National Guard 2/	10	
Regular	11	
National Guard 2/	12	2
Coast Guard 2/	13	
Foreign 2/	14	2
TAR 2/ OTHER 2/	15	2,970
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)		2,970
GRAND TOTAL 1/ (Codes 1 and 15)	16	3,257

1/Total months Form 13
2/Prepared with

NAVSUP FORM 1357

NAVSUP FORM 1292

"Total Credit" equals
"Grand Total"

RECAPITULATION OF MEAL RECORD (4061)
NAVSUP FORM 1292 (REV. 3-78) PERIOD OF DATE 06/01/98 - 06/30/98

CATEGORY OF PERSONNEL	BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY				
REGULAR	225	364	166	32
RESERVE	2	127		5
ROTC				
CADETS				
ARMY				
REGULAR	804	2681	1944	302
RESERVE	256	378	229	43
NATIONAL GUARD				
COAST GUARD				
CIVILIAN APPLICANTS				
REGULAR				
NATIONAL GUARD				
FOREIGN				
OTHER (Specify)	2	2	2	
TOTAL	1289	3557	2341	382
CASH SALES (INCLUDE CONTRACT PERSONNEL)	250	639	55	8
2ND SUBTOTAL	1539	4196	2396	390
PERSONNEL NOT PAID THROUGH SERVING LINE	12	369	12	
GRAND TOTAL	1551	4465	2408	390
CONVERSION FACTOR	27%	40%	40%	% APPLICABLE
RATION CREDIT	310.20	1839.70	963.20	156.00
REMARKS	TOTAL CREDIT ADJUSTED BY 4 TO AGREE WITH THE 338 3257.00			

STATION AUDIT BOARD
The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals received for:
S. A. CLINTON, MSC
W. A. ELLIS, ENS
W. A. ELLIS, ENS

Figure 7-4

NAVSUP P-486 Volume I - Food Service Management

RECORDING RATIONS FED FOR AFLOAT ACTIVITIES TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

F84500001 TIME: 13:31
RATIONS AND SALES REPORT
 NAVSUP FORM 1357 (5PT) (REV.12-81)
 =====
 ACTIVITY (NAME AND MAILING ADDRESS)
 =====

COMMANDING OFFICER
 USS DUARTE (DDG 90)
 FPO-AE

RECEIPTS 1/ WITH CHARGE		AMOUNT (Nearest dollar)
		23,417
RATION BREAKDOWN		
TYPE OF PERSONNEL AND CODE	RATIONS FED	
Navy Regular 1/	1	287
Other	*****	
Rations sold for cash	2	337
Reserve	3	59
ROTC 2/	4	
Midshipmen 2/ (Naval Academy)	5	
Regular	6	2,255
Reserve	7	
Regular	8	315
Reserve	9	
National Guard 2/	10	
Regular	11	
National Guard 2/	10	
Coast Guard 2/	12	2
Foreign 2/	13	
TAR 2/ OTHER 2/	14	2
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	15	2,970
GRAND TOTAL 1/ (Codes 1 and 15)	16	3,257

“Navy Regular”
section equals
column (16) minus
column (15)

The sum of all rations
sold for cash or credit
as recorded on the DD
Form 1544 and the
NAVSUP 1046

CREDIT
CASH SALES
CUMULATIVE
TOTAL
(13)
=====

8493
8555
8624
8748
8916

ON CREDIT
K/CASH SALES
CUMULATIVE
TOTAL
(13)
=====

5659

Column (13) cumulative
total at the end of the
month minus column (13)
cumulative total at the
beginning of the month

Figure 7-5

NAVSUP P-486 Volume I - Food Service Management

RECORDING DATA ON THE "CASH STATEMENT" SECTION (UNDEPOSITED SALES BEGINNING OF THE MONTH) TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

Previous Monthly NAVSUP FORM 1357

Undeposited sales from previous monthly report carried to current monthly report

1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 990

2. Breakdown of sales *

a. Sale of general mess meals (Excluding surcharges).....\$ 1,866

b. Sale of special meals (NAVSUP FORM 1340).....\$ 38

c. Sale of bulk food items.....\$ 1,204

d. Total sales (Sum of a, b and c).....\$ 3,108

e. Surcharges on general mess meals.....\$ 292

f. TOTAL (Sum of d and e).....\$ 2,526

*Note: Only sales/surcharges made within report period are applicable

3. Cash deposited with disbursing officer.....\$ 1,726

4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....\$ -1

5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....\$ 1,701

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 1,725.70 representing deposits described above, which will be included in my statement of accountability for the period of: 1 May 1998 thru 31 May 1998 (Rank) DATE 05/31/98 D.O. SYMBOL 18888 COLL'N VOUCHER NO. C134002

DISBURSING OFFICER (Typed Name) R. C. Family EMS SIGNATURE DATE 05/31/98 D.O. SYMBOL 18888 COLL'N VOUCHER NO. C134002

FOOD SERVICE OFFICER (Signature) W.B. Ellis LTJG DATE 1 Jun 98

COUNTRY CODE	US	APPROPRIATION	SUB-HEAD	CLASS	BUREAU CONT NO.	SUB ALLOT	ACT'Y	TRANS TYPE	PROP. ACCT'G ACT'Y	COST CODE (Seller's UIC, funct'l acct. no.)	AMOUNT
221F	007	0001	0	068732	3C	008151	0V2111173110	\$	1,725.70		
2202	000	00031	0	000022	3C	000000	0V2111173810	\$			
2241	000	41118	0	068732	2D	000000	0W0010973110	\$			

Current Monthly NAVSUP FORM 1357

1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 1,701

2. Breakdown of sales *

a. Sale of general mess meals (Excluding surcharges).....\$ 2,021

b. Sale of special meals (NAVSUP FORM 1340).....\$ 319

c. Sale of bulk food items.....\$ 2,340

d. Total sales (Sum of a, b and c).....\$ 4,680

e. Surcharges on general mess meals.....\$ 644

f. TOTAL (Sum of d and e).....\$ 2,984

*Note: Only sales/surcharges made within report period are applicable

3. Cash deposited with disbursing officer.....\$ 2,056

4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....\$ 1

5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....\$ 2,628

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,628 representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 thru 30 Jun 1998 (Rank) DATE 06/30/98 D.O. SYMBOL 18888 COLL'N VOUCHER NO. C134003

DISBURSING OFFICER (Typed Name) R. C. Family EMS SIGNATURE DATE 06/30/98 D.O. SYMBOL 18888 COLL'N VOUCHER NO. C134003

FOOD SERVICE OFFICER (Signature) W.B. Ellis LTJG DATE 1 July 98

SALES	17	8	1453	221F	007	00031	0	068732	3C	008181	0V2111173110	\$	1,433.65
SURCHARGES MPN	17 <td>8 <td>1453</td> <td>2202</td> <td>000</td> <td>00031</td> <td>0</td> <td>000022</td> <td>3C</td> <td>000000</td> <td>0V2111173810</td> <td>\$</td> <td></td> </td>	8 <td>1453</td> <td>2202</td> <td>000</td> <td>00031</td> <td>0</td> <td>000022</td> <td>3C</td> <td>000000</td> <td>0V2111173810</td> <td>\$</td> <td></td>	1453	2202	000	00031	0	000022	3C	000000	0V2111173810	\$	
SURCHARGES O & MH	17 <td>8 <td>1804</td> <td>2241</td> <td>000</td> <td>41118</td> <td>0</td> <td>068732</td> <td>2D</td> <td>000000</td> <td>0W0010973110</td> <td>\$</td> <td>622.00</td> </td>	8 <td>1804</td> <td>2241</td> <td>000</td> <td>41118</td> <td>0</td> <td>068732</td> <td>2D</td> <td>000000</td> <td>0W0010973110</td> <td>\$</td> <td>622.00</td>	1804	2241	000	41118	0	068732	2D	000000	0W0010973110	\$	622.00

Figure 7-6

NAVSUP P-486 Volume I - Food Service Management

RECORDING DATA ON THE "CASH STATEMENT" SECTION (SALE OF BULK FOOD ITEMS) TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

PERIOD: TIME: 12:47 *** BILLING REPORT (DD FORM 1149) *** DATE: 15 JUL 98 PAGE: 1

SHIPPING CONTAINER TALLY: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: FOOD SERVICE OFFICER USS DUARTE (DDG 903)

2. TO: MESS TREASURER WARDSON MESS

3. SHIP TO - MARK FOR: MESS TREASURER

4. APPROPRIATION AND SUBHEAD: OBJ. CL. BUK. CONT. NO. SUBAL. LOT AUTHORIZATION ACTIVITY

5. CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 150.81 WERE SOLD TO THE WARDSON MESS

6. THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 0.00 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 0.00

7. DATE MATERIAL REQUIRED: 06/30/98

8. PRIORITY: 1

9. AUTHORITY OR PURPOSE: NAVSUP P 486

10. STOCKAGE: 11a. VOUCHER NUMBER AND DATE: 11b. BILL OF LADING NUMBER

11. DATE SHIPPED: 12. MODE OF SHIPMENT: 13. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

14. SPECIAL HANDLING

15. ISSUED BY: CONTAINER TANNER DESCRIPTION WEIGHT CUBE

16. CHECKED BY: QUANTITIES RECEIVED EXCEPT AS NOTED

17. PACKED BY: QUANTITIES RECEIVED EXCEPT AS NOTED

18. POSTED: DATE BY

19. SHEET TOTAL: 150.81

20. GRAND TOTAL: 150.81

21. RECEIVER'S VOUCHER NO.

DD FORM 1149 (9 - PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED 5/1012-LF-011-1001

PERIOD: TIME: 12:47 *** BILLING REPORT (DD FORM 1149) *** DATE: 15 JUL 98 PAGE: 1

SHIPPING CONTAINER TALLY: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: FOOD SERVICE OFFICER USS DUARTE (DDG 903)

2. TO: MESS TREASURER WARDSON MESS

3. SHIP TO - MARK FOR: MESS TREASURER

4. APPROPRIATION AND SUBHEAD: OBJ. CL. BUK. CONT. NO. SUBAL. LOT AUTHORIZATION ACTIVITY

5. CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 14.00 WERE SOLD TO THE WARDSON MESS

6. THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 0.00 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 0.00

7. DATE MATERIAL REQUIRED: 06/30/98

8. PRIORITY: 1

9. AUTHORITY OR PURPOSE: NAVSUP P 486

10. STOCKAGE: 11a. VOUCHER NUMBER AND DATE: 11b. BILL OF LADING NUMBER

11. DATE SHIPPED: 12. MODE OF SHIPMENT: 13. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

14. SPECIAL HANDLING

15. ISSUED BY: CONTAINER TANNER DESCRIPTION WEIGHT CUBE

16. CHECKED BY: QUANTITIES RECEIVED EXCEPT AS NOTED

17. PACKED BY: QUANTITIES RECEIVED EXCEPT AS NOTED

18. POSTED: DATE BY

19. SHEET TOTAL: 14.00

20. GRAND TOTAL: 14.00

21. RECEIVER'S VOUCHER NO.

DD FORM 1149 (9 - PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED 5/1012-LF-011-1001

PERIOD: TIME: 19:38 *** BILLING REPORT (DD FORM 1149) *** DATE: 15 JUL 98 PAGE: 1

SHIPPING CONTAINER TALLY: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: FOOD SERVICE OFFICER USS DUARTE (DDG 903)

2. TO: MESS TREASURER ALL OTHERS

3. SHIP TO - MARK FOR: MESS TREASURER

4. APPROPRIATION AND SUBHEAD: OBJ. CL. BUK. CONT. NO. SUBAL. LOT AUTHORIZATION ACTIVITY

5. CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 153.84 WERE SOLD TO THE ALL OTHERS

6. THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 153.84 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 0.00

7. DATE MATERIAL REQUIRED: 06/30/98

8. PRIORITY: 1

9. AUTHORITY OR PURPOSE: NAVSUP P 486

10. STOCKAGE: 11a. VOUCHER NUMBER AND DATE: 11b. BILL OF LADING NUMBER

11. DATE SHIPPED: 12. MODE OF SHIPMENT: 13. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

14. SPECIAL HANDLING

15. ISSUED BY: CONTAINER TANNER DESCRIPTION WEIGHT CUBE

16. CHECKED BY: QUANTITIES RECEIVED EXCEPT AS NOTED

17. PACKED BY: QUANTITIES RECEIVED EXCEPT AS NOTED

18. POSTED: DATE BY

19. SHEET TOTAL: 153.84

20. GRAND TOTAL: 153.84

21. RECEIVER'S VOUCHER NO.

DD FORM 1149 (9 - PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED 5/1012-LF-011-1001

Total value of food items sold as billed to each mess rounded to the nearest dollar

PERIOD: TIME: 13:31 *** RATION AND SALES REPORT (NAVSUP FORM 1357) *** DATE: 15 JUL 98 PAGE: 1

NAVSUP FORM 1357 (REV. 12-81)

SHIPPING CONTAINER TALLY: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

COMMANDING OFFICER: USS DUARTE (DDG 903)

ACTIVITY (NAME AND MAILING ADDRESS): 28082-1888

PERIOD: 1 Jun 1998 THRU 30 Jun 1998

FACILITY OPERATED (no. of days): 30

NAVSUP REPORT: 7330-47

CASH STATEMENT

1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 1,701

2. Breakdown of sales *

a. Sale of general mess meals (excluding surcharges).....\$ 2,021

b. Sale of special mess meals (DDG 903).....\$ 319

c. Sale of bulk food items.....\$ 2,094

d. Total sales (Sum of a, b, and c).....\$ 4,134

e. Surcharges on general mess meals.....\$ 2,094

*Note: Only sales/surcharges made within report period are applicable

3. Cash deposited with disbursing officer.....\$ 2,056

4. Other sales of meals (Collection on STD FORM 1080, so FORMS 114 & 1131).....\$ 1

5. Undeposited sales end of month/patrol cycle (1+2f - 3 - 4).....\$ 2,028

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

CERTIFICATION: I certify that I have received cash in the amount of \$ 2,056.00 representing deposits described above, which will be included in my statement of accountability for the period of 1 Jun 1998 THRU 30 Jun 1998.

COUNTRY CODE: US

REPORT OF: 0101 OF CURRENT PT

APPROPRIATION: 007 00031 0 068732 3C 008181 00211173110 \$ 1,435.45

SALES: 17 8 1453 221F 007 00031 0 068732 3C 008181 00211173110 \$ 1,435.45

SURCHARGES: 17 8 1804 2241 000 00031 0 068732 20 00010973110 \$ 622.00

SURCHARGES: 17 8 1804 2241 000 00031 0 068732 20 00010973110 \$ 622.00

GRAND TOTAL: 16 3,257

DATE: 1 July 98

Figure 7-7

NAVSUP P-486 Volume I - Food Service Management

RECORDING DATA ON THE "CASH STATEMENT" SECTION (SURCHARGES ON GENERAL MESS MEALS) TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

CASH MEAL PAYMENT SHEET										SERIAL NO.	
To be completed when the government is to be reimbursed for meals furnished										N30012	
ORGANIZATION OR DINING FACILITY										INCLUSIVE DATES COVERED	
USS DUARTE (DDG-90)										FROM 30 June 98 THROUGH 30 June 98	
FOOD CHARGES			SURCHARGES (S/C)			PER DIEM SURCHARGE					
B	L	D	B	L	D	B	L	D			
1.20	2.40	2.40	.40	.30	.30						
2.70			.90								
GRADE NAME DOLLAR VALUE										GRADE NAME DOLLAR VALUE	
CIV	M. Holmes	1.20		.40		BALANCE BROUGHT FORWARD	13.20	14.80	18.00		
CIV	R. Ford	1.20		.40		CIV	J. Williams	2.40	.80		
CIV	J. Stevens	1.20		.40		CIV	P. Anderson	2.40	.80		
CIV	D. Barnes	1.20		.40		CIV	R. Dixon	2.40	.80		
LT	S. Gardner	1.20		.40		CIV	M. Holmes	2.40	.80		
ENS	A. Adams	1.20		.40		CIV	S. Hughes	2.40	.80		
CIV	T. Little	1.20		.40		LT	R. Walton	2.40	.80		
ENS	W. Wilson	1.20		.40		ENS	P. Buddy	2.40	.80		
LT	C. Waters	1.20		.40		CIV	W. Sims	2.40	.80		
LT	B. Michaels	1.20		.40		CIV	J. Henderson	2.40	.80		
ENS	K. Robinson	1.20		.40		CIV	R. Wilson	2.40	.80		
CIV	C. Crispin	2.40		.80		LT	P. Mickens	2.40	.80		
CIV	A. Toledo	2.40		.80		CIV	P. Fawcett	2.40	.80		
LT	J. Young	2.40		.80		TOTAL	13.20	14.80	19.60		
CIV	L. Marks	2.40		.80		TOTAL CHARGES	58.80	59.60	19.60		
CIV	T. Brown	2.40		.80		CASH (SHORT)	.05				
ENS	S. Allen	2.40		.80		CASH TURNED IN	58.85	19.60			
LT	F. Thompson	2.40		.80		REMARKS	.05 over due to mischarge				
TOTAL		13.20	14.80	18.00							
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER					SIGNATURE OF LAST OR ONLY HEADQUARTER						
W.B. Ellis, Ens					A. Samuels, Smg						

This amount is for one day of the month there are several additional DD Form 1544's and NAVSUP 1046's equaling the total amount for the month.

RATIONS AND SALES REPORT (NAVSUP FORM 1357)										DATE 15 JUL 98 PAGE: 1	
FAS00001 TIME: 13:31										NAVSUP REPORT: 7330-47	
RATIONS AND SALES REPORT											
NAVSUP FORM 1357 (SPT) (REV. 12-81)											
ACTIVITY (NAME AND MAILING ADDRESS)											
COMMANDING OFFICER											
USS DUARTE (DDG 90)											
PERIOD											
1 Jun 1998 THRU 30 Jun 1998											
FACILITY OPERATED (No. of days)										30	
CASH STATEMENT										21111	
RECEIPTS 1/ WITH CHARGE										AMOUNT (Nearest dollar)	
23,417											
RATIONS BREAKDOWN											
TYPE OF PERSONNEL AND CODE											
Navy Regular 1/										287	
Other											
Rations sold for cash										337	
Reserve										59	
ROTC 2/											
Midshipmen 2/ (Naval Academy)											
Regular										2,255	
Reserve											
Regular										315	
Reserve											
National Guard 2/										10	
Regular										11	
National Guard 2/										10	
Coast Guard 2/										2	
Foreign 2/										13	
TAR 2/ OTHER 2/										2	
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)										2,970	
GRAND TOTAL 1/ (Codes 1 and 15)										3,257	
1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....										1,701	
2. Breakdown of sales *											
a. Sale of general mess meals (Excluding surcharges).....										2,021	
b. Sale of special meals (NAVSUP FORM 1340).....										319	
c. Sale of bulk food items.....										2,340	
d. Total sales (sum of a, b and c).....										2,640	
e. Surcharges on general mess meals.....										244	
f. TOTAL (sum of d and e).....										2,984	
*Note: Only sales/surcharges made within report period are applicable											
3. Cash deposited with disbursing officer.....										2,056	
4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....										1	
5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....										2,628	
NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR											
CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,056.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.											
COUNTRY CODE: US											
INSERT LAST DIGIT OF CURRENT FY											
SALES										17 8 1453 227F 007 00031 0 068732 3C 008181 0V2111173110 \$ 1,433.65	
SURCHARGES MPN										17 8 1453 2202 000 00031 0 000022 3C ***** 0V2111173810 \$	
SURCHARGES O & NN										17 8 1804 2241 000 41118 0 068732 2D 0N0010973110 \$ 622.00	
1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.											
2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.											
FOOD SERVICE OFFICER (Signature)										DATE	
W.B. Ellis LTJG										1 July 98	

Figure 7-8

NAVSUP P-486 Volume I - Food Service Management

RECORDING "CASH DEPOSITED WITH DISBURSING OFFICER" TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

CASH RECEIPT BOOK
SHIPS OR COMMISSARY STORE/
ENLISTED DINING FACILITY

DATE	AMOUNT IN WORDS		AMOUNT IN FIGURES	
	Dollars	Cents		
2 Jun 98	Two hundred seventy seven	ninety	277	90
5 Jun 98	Two hundred thirty six	one	236	01
9 Jun 98	Two hundred sixteen	forty one	216	41
12 Jun 98	Two hundred ninety seven	fifty	297	50
16 Jun 98	One hundred ninety seven	eighty four	197	84
19 Jun 98	Three hundred fourteen	twenty one	314	21
23 Jun 98	Two hundred ten	twenty	210	20
26 Jun 98	Three hundred three	seventy-two	303	72
NFE				
9055 65				

SALES REPORT (NAVSUP FORM 1357) ***

DATE: 15JUL98 PAGE: 1

NAVSUP REPORT: 7330-47

PERIOD	FACILITY OPERATED (No. of days)	UIC
1 Jun 1998 THRU 30 Jun 1998	30	21111

CASH STATEMENT

1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....	1,701
2. Breakdown of sales *	
a. Sale of general mess meals (Excluding surcharges).....	2,021
b. Sale of special meals (NAVSUP FORM 1340).....	
c. Sale of bulk food items.....	319
d. Total sales (Sum of a, b and c).....	2,340
e. Surcharges on general mess meals.....	644
f. TOTAL (Sum of d and e).....	2,984
*Note: Only sales/surcharges made within report period are applicable	
3. Cash deposited with disbursing officer.....	2,056
4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....	1
5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....	2,628

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.

DISBURSING OFFICER (Typed Name) R.C. FAMILY
SIGNATURE [Signature] ENS

DATE 06/30/98 D.O. SYMBOL 18888
(Rank) (Rank) COLL'TN VOUCHER NO. C134003

COUNTRY CODE	APPROPRIATION	SUB-HEAD	OBJ. CLASS	BUREAU CODE	AUTH'N ACT'Y	TRANS TYPE	PROP. ACCT'G ACT'Y	COST (Seller's)	AMOUNT
2	22TF					3C	008181		1,433.65

Figure 7-9

NAVSUP P-486 Volume I - Food Service Management

RATION AND SALES REPORT (NAVSUP FORM 1357)

F8450001 TIME: 13:31		*** RATIONS AND SALES REPORT (NAVSUP FORM 1357) ***		DATE: 15JUL98 PAGE: 1	
RAYTIONS AND SALES REPORT NAVSUP FORM 1357 (SPT) (REV.12-81)		NAVSUP REPORT:7330-47			
ACTIVITY (NAME AND MAILING ADDRESS) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28802-1888		PERIOD 1 Jun 1998 THRU 30 Jun 1998		FACILITY OPERATED (No. of days) 30 UIC 21111	

RECEIPTS 1/ WITH CHARGE	AMOUNT (Nearest dollar) 23,417	CASH STATEMENT																																																																																							
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Figure 7-10

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SUBMITTING A CORRECTED MANUAL RATION AND SALES REPORT CORRECTED NAVSUP FORM 1357

*** RATIIONS AND SALES REPORT (NAVSUP FORM 1357) ***

DATE: 15 JUL 98 PAGE: 1

NAVSUP REPORT: 7330-47

TIME: 21:01

NAVSUP FORM 1357 (SPT) (REV. 12-81)

ACTIVITY (NAME AND MAILING ADDRESS) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888 PERIOD 1 Jun 1998 THRU 30 Jun 1998 FACILITY OPERATED (No. of days) 30 UIC 21111

RECEIPTS 1/ WITH CHARGE AMOUNT (Nearest dollar) 23,417

RATION BREAKDOWN

TYPE OF PERSONNEL AND CODE	RATIONS FED
Navy Regular 1/	287
Other	
Rations sold for cash	337
Reserve	59
ROTC 2/	
Midshipmen 2/ (Naval Academy)	
Regular	2,255
Reserve	
Regular	315
Reserve	
National Guard 2/	
Regular	
National Guard 2/	
Coast Guard 2/	2
Foreign 2/	
TAR 2/ OTHER 2/	2
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	2,970
GRAND TOTAL 1/ (Codes 1 and 15)	3,257

CASH STATEMENT

1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 1,701

2. Breakdown of sales *

a. Sale of general mess meals (Excluding surcharges).....\$ 2,021

b. Sale of special meals (NAVSUP FORM 1340).....\$ 319

c. Sale of bulk food items.....\$ 2,340

d. Total sales (Sum of a, b and c).....\$ 4,680

e. Surcharges on general mess meals.....\$ 244

f. TOTAL (Sum of d and e).....\$ 2,984

*Note: Only sales/surcharges made within report period are applicable

3. Cash deposited with disbursing officer.....\$ 2,056

4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....\$ 1

5. Undeposited sales end of month/patrol cycle (1* 2f - 3 - 4).....\$ 2,630 *

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,056.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.

DISBURSING OFFICER (Typed Name) R.C. FAMILY DATE 06/30/98 D.O. SYMBOL 18888 COLN VOUCHER NO. C134003

COUNTRY CODE: US

INSERT LAST DIGIT OF CURRENT FY	APPROPRIATION	SUB-HEAD	OBJ. CLASS	BUREAU CONT. NO.	SUB ALLOT	AUTHN ACT'Y	TRANS TYPE	PROP. ACT'Y	COST CODE (Seller's UIC, funct'l acct. no.)	AMOUNT	
SALES	17	8 1453	221F	007	00031	0	068732	3C	008181	0V2111173170	\$ 2,055.65
SURCHARGES MPN	17	8 1453	2202	000	00031	0	000022	3C	*****	0V2111173170	\$
SURCHARGES O & MH	17	8 1804	2241	000	41118	0	068732	2D		0N0010973170	\$

1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.

2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.

FOOD SERVICE OFFICER (Signature) W.B. ELLIS LTJG DATE 3 July 98

ORIGINAL NAVSUP FORM 1357

*** RATIIONS AND SALES REPORT (NAVSUP FORM 1357) ***

DATE: 15 JUL 98 PAGE: 1

NAVSUP REPORT: 7330-47

TIME: 13:31

NAVSUP FORM 1357 (SPT) (REV. 12-81)

ACTIVITY (NAME AND MAILING ADDRESS) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28882-1888 PERIOD 1 Jun 1998 THRU 30 Jun 1998 FACILITY OPERATED (No. of days) 30 UIC 21111

RECEIPTS 1/ WITH CHARGE AMOUNT (Nearest dollar) 23,417

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Regular	
National Guard 2/	
Coast Guard 2/	2
Foreign 2/	
TAR 2/ OTHER 2/	2
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	2,970
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1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.

2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.

FOOD SERVICE OFFICER (Signature) W.B. ELLIS LTJG DATE 1 July 98

Figure 7-11

PART B: INVENTORY

7100 GENERAL INFORMATION

1. **APPLICABILITY.** The procedures in this section apply to all general messes. Performing accurate and timely inventories is one of the most critical responsibilities of the Food Service Officer. Physical inventories provide the foundation for records close-outs and submission of general mess returns. Food items carried in the end use subsistence appropriation aboard ships and in general mess issue rooms ashore will be referred to as subsistence items.
2. **DEFINITION AND PURPOSE.** A physical inventory is a process of identifying, counting and evaluating all subsistence on hand at a specified time. A physical inventory is taken for the following purposes:
 - a. to establish and reestablish financial accountability and responsibility;
 - b. to determine the dollar value of the subsistence on hand so that the required financial reports can be prepared;
 - c. to check on the accuracy of subsistence ledgers and to adjust any differences that may exist between the subsistence ledgers and the subsistence on hand;
 - d. to determine the dollar value of subsistence shortages due to spoilage, damage, waste, pilferage, or other losses not reflected on subsistence ledgers;
 - e. to identify subsistence shortages and overages and to determine financial liability; and
 - f. to serve as a management tool for subsistence inventory controls.
3. **WHEN TAKEN.** A physical subsistence inventory will be taken as follows:
 - a. An itemized inventory of all subsistence items will be taken:
 - (1) upon relief of the accountable Food Service Officer;
 - (2) upon relief of the responsible bulk storeroom custodian at the Food Service Officer's discretion.
 - (3) quarterly (December, March, June, September).
 - (4) for FBM submarines, at the end of each patrol cycle.
 - b. An itemized inventory of all subsistence items located in a storeroom will be taken when there is evidence of unauthorized entry into that storeroom.
 - c. At any other time when directed by the Type Commander, Major Claimant, Commanding Officer, Supply Officer or Food Service Officer.

7101 INVENTORY MANAGEMENT

Food Service Officers will be expected to maintain an inventory validity of at least 95%. Loss of issue, receipt and expenditure documents and incorrect records posting will impede the ability to meet the 95% accuracy goal. Nothing else will provide greater return on time spent than the Food Service Officer's efforts in the area of inventory. Showing an interest in

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the storerooms will provide significant dividends on the time invested. As the Food Service Officer, don't make a mistake by assuming that the Leading MS or bulk storeroom custodian will take care of the provisions storerooms. A difference in book balances and the actual count during an inventory may be the difference between being over/under issue. Various checks and balances can be used to maintain control of inventory accuracy.

1. **INVENTORY MANAGEMENT.** The Food Service Officer will develop and implement an inventory plan to include:

a. **Spot Inventories.** This procedure is used when the Food Service Officer conducts spot inventories of subsistence items in the bulk storeroom at unannounced times during the course of the accounting period. A minimum of 5% of subsistence line items maintained in the bulk storeroom will be inventoried at least weekly. Spot inventories should concentrate on high value and fast moving items. The results will be compared against the Subsistence Ledgers (NAVSUP Form 335) to ensure the inventory accuracy of the bulk storeroom is maintained.

b. **Breakout Inventories.** This procedure is used when the bulk storeroom custodian inventories the remaining subsistence items after each breakout or issue is made. The bulk storeroom custodian will indicate the balance on hand on each Food Item Request/Issue Document (NAVSUP Form 1282) after making each breakout or issue. The recordskeeper will compare this balance after decreasing the breakout or issue on the Subsistence Ledger (NAVSUP form 335). Differences will be examined and appropriate entries made.

c. **Storeroom Inventories.** This procedure is used when the Food Service Officer conducts a wall to wall inventory of all subsistence items in a particular storeroom. A minimum of each storeroom inventoried every 3 months is required. The results will be compared against the Subsistence Ledgers (NAVSUP Form 335) with appropriate adjusting entries made. Exercise caution with this procedure when like subsistence items are located in multiple locations.

d. Emergency breakout procedures should be developed.

2. **RECORDSKEEPING.** Adjustments to the Subsistence Ledger as a result of an inventory of the bulk storeroom will be made as required. For automated activities, all adjustments will be made automatically by Food Service Management (FSM) when the inventory is posted and smoothed. Gains and losses discovered will effect the "On Hand" balance of the NAVSUP Form 335 (Figures 7-12 and 7-13). The "On Hand" balance column will be adjusted as follows:

Data Block and Caption

Instructions for Entry

Mo./Day

Month and day the inventory was taken.

Receipts

INVADJ

GM Issued

The difference between the amount inventoried and the "On Hand" balance. If the inventory quantity is greater than the "On Hand" balance, the amount entered will be a negative value (gain by inventory). If the inventory quantity is less than the "On Hand" balance, the amount entered will be a positive value (loss by inventory).

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GM Cum Tot	The sum of the value entered in the "GM Issued" column and the last value entered in the "Cum Total" column.
Other	INV
On Hand	The physical inventory count of the subsistence item.

7102 PREPARING FOR INVENTORIES

1. PREPARATION. In preparing for and prior to the inventory, ensure all receipts, transfers, surveys, returns and issues to the general mess and private messes are up to date and posted. Issues that have been posted should be separated from stocks to be inventoried. All receipt and expenditure (transfer, survey, sale and issue) documents will be posted to:

- a. Subsistence Ledgers (NAVSUP Form 335); and
- b. Record of Receipts and Expenditures (NAVSUP Form 367).

All subsistence items will be arranged to make counting easier. It is recommended that like items be together, neatly stacked, visible, and in food item code (FIC) sequence in each storeroom, where possible.

2. ASSIGNMENT OF PERSONNEL. The Food Service Officer, and upon relief, both the Food Service Officer and the relieving Food Service Officer, will take the inventory. Personnel assigned responsibility for subsistence storage areas will be present and participate in the inventory in their respective spaces. When possible a two team method will be utilized (two teams, two or more per team).

7103 QUARTERLY FULL INVENTORY PROCEDURES

1. ROUGH INVENTORY

a. Recording The Inventory. For automated activities, the Inventory Worksheet generated by FSM will be utilized. For manual activities the actual count of subsistence items will be recorded using a blank NAVSUP Form 1059 and be referred to as the rough inventory. (Figure 7-14). This form will contain at a minimum; FIC, nomenclature, unit of issue and quantity on hand. Errors and adjustments will be lined out. Corrections will be initialed by the Food Service Officer. If it is a relieving inventory, corrections will also be initialed by the relieving Food Service Officer. Each page of the rough inventory will be signed by the individuals participating in the inventory. The rough inventory may be discarded after all differences have been reconciled and the smooth inventory is printed.

b. Actions During The Inventory. The contents of boxes from which items have been removed will always be counted. The Food Service Officer will take the necessary action to ensure that no issue, transfer, or sale of subsistence items is made, except in an emergency, until the inventory has been reconciled. If an emergency breakout is made during the inventory, the inventory team will be notified and their signatures will be obtained on the breakout document. When such expenditures occur, the inventory will be adjusted and initialed by the person(s) taking the inventory.

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c. Actions After The Inventory.

(1) Reconciliation. For automated activities, the FSM system (screen number F82000001) will produce both a discrepancy listing and a 5% difference of total expenditures listing and will be initialed by the Food Service Officer. For manual activities the quantities on the rough inventory will be compared with the balances on the NAVSUP Form 335. A list will be made of discrepancies between inventory quantities and the "On Hand" balances. Discrepancies will be rechecked by the people conducting the inventory. Required corrections will be made to the rough inventory and initialed by each person involved with the inventory. All discrepancies greater than 5% of total expenditures will be investigated and initialed by the Food Service Officer. A hard copy of the 5% difference of total expenditures listing will be reviewed by the Food Service Officer. Posting the Inventory to the NAVSUP Form 335:

(a) If the inventory is correct, it may be posted at this time, or when all discrepancies have been resolved. The inventory quantity will be posted to the "On Hand" balance column (Figure 7-15).

(b) When unresolved discrepancies occur, an inventory adjustment is required. Quantity differences between the inventory and the NAVSUP Form 335 balance will be posted to the "Issues to the General Mess" column (Figures 7-16 and 7-17). For automated activities, the NS 335 will be posted automatically when the inventory is posted and smoothed. Proper posting of inventory quantities and inventory adjustments are as follows:

<u>Column</u>	<u>Instructions for Entry</u>
Mo./Day	Month and day the inventory was taken.
Receipts	INVADJ (if applicable)
GM Issued	The difference between the amount inventoried and the "On Hand" balance (if applicable). If the inventory quantity is greater than the "On Hand" balance, the amount entered will be a negative value. If the inventory quantity is less than the "On Hand" balance, the amount entered will be a positive value.
GM Cum Tot	The sum of the value entered in the "GM Issued" column and the last value entered in the "Cum Total" column (if applicable).
Other	INV
On Hand	The physical inventory count of the subsistence item.

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(c) When an inventory adjustment results in a gain that is greater than the cumulative total of issues to the general mess, a "credit issue" occurs. These types of inventory adjustments must be thoroughly researched prior to posting. Generally, the causes for "credit issues" are failing to post a receipt or an error in a previous inventory count of that item (Figure 7-18). Proper posting of an inventory adjustment resulting in a "credit issue" is as follows:

<u>Column</u>	<u>Instructions for Entry</u>
Mo./Day	Month and day the inventory was taken.
Receipts	INVADJ (if applicable)
GM Issued	The difference between the amount inventoried and the "On Hand" balance. If the inventory quantity is greater than the "On Hand" balance, the amount entered will be a negative value. If the inventory quantity is less than the "On Hand" balance, the amount entered will be a positive value.
GM Cum Tot	The sum of the value entered in the "GM Issued" column and the last value entered in the "Cum Total" column. This will be a negative value.
Other	INV
On Hand	The physical inventory count of the subsistence item.

(2) Inventory Adjustment Sheets. Quantity differences between the inventory and the NAVSUP Form 335 balance will also be recorded to the Inventory Adjustment sheets. For automated activities, FSM will generate an Inventory Adjustment listing. An original and one copy of the Inventory Adjustment sheets will be made using a blank NAVSUP Form 1059 or a NAVSUP Form 1282. An inventory loss is posted as a (+) figure and an inventory gain is posted as a (-) figure. Figure 7-19 provides an example of the last page of an Inventory Adjustment sheet. Each entry on the Inventory Adjustment sheet will be priced and extended at the current fixed price.

(3) Posting Differences (Money Value Only) to the Food Cost Control Record (NAVSUP FORM 338). Gains and/or losses in inventories must be assumed to have been issued or returned items not documented to and from the general mess. As such, the summary of all inventory adjustments must be posted to the NAVSUP Form 338 to reflect the true accumulation of actual food costs. (Figure 7-20 for gain and 7-21 for loss by inventory.) Proper posting for the money value of inventory adjustment is as follows:

<u>Column</u>	<u>Instructions for Entry</u>
(1)	Date of the actual inventory.
(2)-(5)	Inventory adjustment.

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- (15) The Monetary Allowance cumulative total brought forward.
- (16) Obtained from the Inventory Adjustment Sheet. When the total inventory adjustment results in a loss (positive figure), it will be posted as a plus entry. When the total inventory adjustment results in a credit issue (negative figure), it will be posted as a minus entry.
- (17) The sum of the total inventory adjustment (column 16) plus the Food Cost cumulative total (column 17).
- (18) Difference between column (15) and column (16).

2. SMOOTH INVENTORY. For automated activities smooth inventory sheets will be generated automatically by FSM. For manual activities smooth inventory sheets will be prepared by the recordskeeper as of the last day of each accounting period. A NAVSUP Form 1059 will be used. If the inventory was taken on the last day of the accounting period, the actual inventory will be recorded on the NAVSUP Form 1059. If the inventory was taken on a day other than the last day of the accounting period or during an accounting period when no inventory was taken, a book inventory (balance on hand on the last day of the accounting period on the NAVSUP Form 335) will be recorded on the NAVSUP Form 1059. From the NAVSUP Form 335s, enter the last receipt prices, extend the values, total each page and recap the total of all pages on the last page. The Food Service Officer, and if applicable, the relieving Food Service Officer, will compare the rough and smooth inventories. They will sign and date the bottom of the last page of the smooth inventory to certify correctness (Figure 7-22).

3. MONEY VALUE TRANSFER OF INVENTORY BETWEEN FBM SUBMARINES. FBM submarines will use a Requisition and Invoice/Shipping Document (DD Form 1149) to transfer the money value only of inventories between blue and gold crews as follows (Figure 7-23):

Data Block and Caption

Instructions for Entry

- | | |
|----------------------------|---|
| 1. From | UIC, name and hull number of the crew receiving the money value of food items. |
| 2. To | UIC, name and hull number of the crew transferring the money value of food items. |
| 3. Ship to-Mark for | Enter "To cover the money value of food items (date)_____". |
| 4. Appropriation
Amount | The total dollar value (money value only) of food items being transferred from one crew to the other. |
| 9. Authority or Purpose | NAVSUP P-486, Vol I, para.7103-3 |

NAVSUP P-486 Volume I - Food Service Management

(a) through (b)

Enter "Transfer of food items money value only" with name, rank and signature of transferring Food Service Officer.

Enter "I hereby acknowledge receipt of food items for a monetary value of (write out the dollar amount of transfer)" with name, rank and signature of receiving Food Service Officer.

(i) Total Cost

The total dollar value (money value only) of food items being transferred from one crew to the other.

4. DISTRIBUTION

a. Rough Inventory. Retain the original until all differences have been reconciled and the smooth inventory prepared and signed by the Food Service Officer.

b. Smooth Inventory. Original placed in the Food Service Officer's accountability file.

c. Inventory Adjustment Sheets. Original placed in the Food Service Officer's accountability file.

d. 5% difference of total expenditure listing. Original placed in the Food Service Officer's accountability file

e. DD Form 1149 Money Value Only Transfer Document Between FBM Submarines

(1) Transferring Crew

(a) original - to receiving crew

(b) copy - with receiving crews receipt inspectors signature in the accountability file

(c) copy - Transfer without Reimbursement File

(d) remaining copies - may be discarded

(2) Receiving Crew

(a) original - Accountability File

(b) copy - Receipts without Charge File

(c) remaining copies - may be discarded

NAVSUP P-486 Volume I - Food Service Management

SUBSISTENCE LEDGER (NAVSUP FORM 335) POSTING A GAIN BY INVENTORY

F82720001 TIME: 16:25
USS DUARTE (V211111) *** SUBSISTENCE LEDGER (NAVSUP FORM 335) *** DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

HIGH LIMIT: 0		LOW LIMIT: 0		UNIT OF ISSUE: HD		STOCK NO. 8940010744922		ITEM J76, CREAMER, NONDAIRY, 50/100 PG	
1998		19		RECEIPTS		EXPENDITURES		EXPENDITURES	
MO.	DAY	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND	MO.	DAY	RECEIPTS
04	01	BBF				76.00			
04	01		5.00	5.00		71.00			
04	09		4.00	9.00		67.00			
04	21		6.00	15.00		61.00			
04	24		6.00	21.00		55.00			
05	18		10.00	31.00		45.00			
06	23		5.00	36.00		40.00			
06	30				WR 2.00	38.00			
06	30	INVADJ	2.00	34.00	INV	40.00			

* Use to extend issues to General Mess. # Use to extend inventory and to price sales and transfers.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL
***** END OF REPORT *****

Figure 7-12

POSTING A LOSS BY INVENTORY

F82720001 TIME: 16:25
USS DUARTE (V211111) *** SUBSISTENCE LEDGER (NAVSUP FORM 335) *** DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

HIGH LIMIT: 2		LOW LIMIT: 1		UNIT OF ISSUE: JR		STOCK NO. 8950006165477		ITEM N77, RELISH, PICKLE, SWEET, GAL, DOMESTIC	
1998		19		RECEIPTS		EXPENDITURES		EXPENDITURES	
MO.	DAY	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND	MO.	DAY	RECEIPTS
04	01	BBF				3.00			
04	22		1.00	1.00		2.00			
05	11		1.00	2.00		1.00			
05	24		1.00	3.00		0.00			
05	27	4.00				4.00			
05	29		1.00	4.00		3.00			
06	26		1.00	5.00		2.00			
06	30		1.00	6.00		1.00			
06	30	INVADJ	1.00	7.00	INV	0.00			

* Use to extend issues to General Mess. # Use to extend inventory and to price sales and transfers.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL
***** END OF REPORT *****

Figure 7-13

NAVSUP P-486 Volume I - Food Service Management

FOOD ITEM REPORT/MASTER FOOD CODE LIST (NAVSUP FORM 1059) USED FOR RECORDING INVENTORY

F82610001		TIME: 16:11	*** INVENTORY WORKSHEET ***		DATE: 15JUL98		PAGE: 1
FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)							
NAVSUP FORM 1059 (Rev. 11-81)							
ACTIVITY			UIC	DATE			
NAVAL STATION DUARTE			V21111				
*** SEMI-PERISHABLE (DRY) ***							
CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
=====	=====	=====	==	=====	=====	=====	=====
	8940	FOOD SPECIALTY PREPARATIONS					
J76	01-074-4922	CREAMER,NONDAIRY, 50/100 PG	HD				
	8950	CONDIMENTS & RELATED PRODUCTS					
N77	00-616-5477	RELISH,PICKLE,SWEET,GAL,DOMESTIC	JR				
				SUBTOTAL \$			
				TOTAL OF ALL SUBTOTALS \$			
				LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$			
				GRAND TOTAL \$			
Issue Approved by (Signature, Rate & Title)			Date				
Issued by (Signature, Rate & Title)			Date				
Received By (Signature, Rate & Title)			Date				
I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY.							
Signature			Date				
=====							

Figure 7-14

POSTING AN INVENTORY WITH NO DISCREPANCIES

Figure 7-15

NAVSUP P-486 Volume I - Food Service Management

SUBSISTENCE LEDGER (NAVSUP FORM 335)

POSTING A GAIN BY INVENTORY

F82720001 TIME: 19:28
USS DUARTE (DDG 90) (V211111) *** SUBSISTENCE LEDGER (NAVSUP FORM 335) *** DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

STOCK NO. 8905002991316 ITEM 026, CORNED BEEF

HIGH LIMIT: 34		1998		RECEIPTS		EXPENDITURES		ON HAND		19		EXPENDITURES		ON HAND		
LOW LIMIT: 16		MO.	DAY			ISSUED	GENERAL MESS CUM. TOTAL	OTHER		MO.	DAY	RECEIPTS	ISSUED	GENERAL MESS CUM. TOTAL	OTHER	
UNIT OF ISSUE: LB		04	01	BBF					77.00							
1998		05	07			15.00	15.00		62.00							
MO. & DAY	*FIXED PRICE	06	06			30.00	45.00		32.00							
04/01	1.42	06	11	54.00					86.00							
1998		06	30	INVADJ		2.00	43.00	INV	88.00							
MO. & DAY	#REC/P/T PRICE															
BF	1.8252															

* Use to extend issues to General Mess. # Use to extend inventory and to price sales and transfers.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL
***** END OF REPORT *****

Figure 7-16

POSTING A LOSS BY INVENTORY

F82720001 TIME: 18:51
USS DUARTE (DDG 90) (V211111) *** SUBSISTENCE LEDGER (NAVSUP FORM 335) *** DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

STOCK NO. 8910012104381 ITEM S10, CHEESE, CREAM, 1 OZ, IND. SERVING

HIGH LIMIT: 0		1998		RECEIPTS		EXPENDITURES		ON HAND		19		EXPENDITURES		ON HAND		
LOW LIMIT: 0		MO.	DAY			ISSUED	GENERAL MESS CUM. TOTAL	OTHER		MO.	DAY	RECEIPTS	ISSUED	GENERAL MESS CUM. TOTAL	OTHER	
UNIT OF ISSUE: HD		04	01	BBF					6.00							
1998		05	22	5.00					11.00							
MO. & DAY	*FIXED PRICE	06	02	4.00					15.00							
04/01	26.10	06	12			1.00	1.00		14.00							
1998		06	23			1.00	2.00		13.00							
MO. & DAY	#REC/P/T PRICE	06	30	INVADJ		2.00	4.00	INV	11.00							
BF	16.5108															

* Use to extend issues to General Mess. # Use to extend inventory and to price sales and transfers.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL
***** END OF REPORT *****

Figure 7-17

NAVSUP P-486 Volume I - Food Service Management

SUBSISTENCE LEDGER (NAVSUP FORM 335)

POSTING AN INVENTORY RESULTING IN A CREDIT ISSUE

F82720001 TIME: 15:12
USS DUARTE(DDG 90) (V21111)

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

		STOCK NO.		ITEM	
		8915001278835		B66, BEETS, #10	
HIGH LIMIT: 2		1998		19	
LOW LIMIT: 1		RECEIPTS		RECEIPTS	
UNIT OF ISSUE: CN		GENERAL MESS		GENERAL MESS	
		ISSUED		ISSUED	
		CUM. TOTAL		CUM. TOTAL	
		OTHER		OTHER	
		ON HAND		ON HAND	
1998		MO. DAY		MO. DAY	
MO. & DAY		PRICE		PRICE	
04/01		2.84			
1998		04 01		04 01	
		BBF			
		6.00			
		04 08			
		1.00			
		04 20			
		2.00			
		04 30			
		2.00			
		05 12			
		6.00			
		05 13			
		3.00			
		05 25			
		1.00			
		06 04			
		1.00			
		06 09			
		1.00			
		06 30			
		INVADJ			
		90.00			
		-79.00			
		INV			
		95.00			

* Use to extend issues to General Mess.

Use to extend inventory and to price sales and transfers.

ISSUED CODES: 1 - 9 = BRANCH MESS CODE

OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL

***** END OF REPORT *****

Figure 7-18

NAVSUP P-486 Volume I - Food Service Management

RECORDING INVENTORY ADJUSTMENTS TO THE
FOOD ITEM REPORT/MASTER FOOD CODE LIST
(NAVSUP FORM 1059)

F82641202 TIME: 15:10 *** INVENTORY ADJUSTMENTS (PARTIAL) *** DATE: 15JUL98 PAGE:

FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)
NAVSUP FORM 1059 (Rev. 11-81) PARTIAL INVENTORY NBR: 2

ACTIVITY USS DUARTE (DDG 90) UIC V21111 DATE 06/30/98

*** SEMI-PERISHABLE (DRY) ***

CODE	NSN	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
8915	FRUITS & VEGETABLES					
B66	00-127-8835	CN		-90.00	2.8400	-255.60
SUBTOTAL \$						-255.60
TOTAL OF ALL SUBTOTALS \$						-255.60
LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$						
GRAND TOTAL \$						-255.60

Issue Approved by (Signature, Rate & Title) _____ Date _____

Issued by (Signature, Rate & Title) _____ Date _____

Received By (Signature, Rate & Title) _____ Date _____

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY ADJUSTMENTS.
Signature *W.B. Ellis LTJG* Date *30 June 98*

Figure 7-19

NAVSUP P-486 Volume I - Food Service Management

GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

POSTING MONEY VALUE ONLY GAIN BY INVENTORY

F84120001 TIME: 19:29 *** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS CONTROL RECORD (4061)
 NAVSUP FORM 338 (REV. 11-84)
 FROM (Name of Ship or Station) USS DUARTE (DDG 90) COMMANDING OFFICER GENERAL MESS

BDFA 5.38 SUPPLEMENTAL/SPECIAL ALLOWANCES 0.81/ 0.40 + 0.00 FOR THE PERIOD 15 JUN 98 - 30 JUN 98

UIC V21111

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT RIK/CASH SALES		MONETARY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES	
	B (2)	L (3)	D (4)	N (5)	DAILY (6)	B (7)	L (8)	D (9)	N (10)	DAILY (11)	DAILY (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)		ONE RATION (18)
15 JUN	13	27	4	0	15.00	58	146	119	0	117.60	133	7262	768.74	43105.81	749.86	41715.85	5.64	+ 1389.96
AR 16	12	30	4	0	16.00	49	168	134	0	130.60	147	7409	849.66	43955.47	656.62	42372.47	4.47	+ 1583.00
AR 17	12	22	7	0	14.00	47	167	129	0	127.80	142	7551	820.76	44776.23	759.35	43151.82	5.35	+ 1644.41
AR 18	10	17	1	0	9.20	46	220	75	0	127.20	136	7687	786.08	45562.31	694.81	43828.53	5.11	+ 1735.58
AO 19	6	10	0	0	5.20	29	134	66	0	85.80	91	7778	563.29	46125.60	336.73	44163.36	3.70	+ 1962.24
BO 20	0	29	0	0	13.05	0	74	0	52	54.10	67	7845	414.73	46540.33	169.32	44332.68	2.53	+ 2207.65
BO 21	0	30	0	1	13.90	0	67	0	49	49.75	64	7909	396.16	46936.49	197.77	44530.45	3.09	+ 2406.04
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134	8043	774.52	47711.01	608.60	45139.05	4.54	+ 2571.96
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115	8158	664.70	48375.71	498.91	45637.96	4.34	+ 2737.75
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	8267	630.02	49005.73	1287.33	46925.29	11.81	+ 2080.44
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	8392	722.50	49728.23	635.89	47561.18	5.09	+ 2167.05
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	8493	583.78	50312.01	1112.55	48673.73	11.02	+ 1638.28
BO 27	0	4	0	1	2.20	0	74	0	65	59.30	62	8555	383.78	50695.79	387.34	49061.07	6.25	+ 1634.72
BO 28	0	10	0	0	4.30	0	80	0	71	64.40	69	8624	427.11	51122.90	568.42	49429.49	5.34	+ 1693.41
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	8748	716.72	51839.62	309.73	49739.22	2.50	+ 2100.40
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168	8916	903.84	52743.46	322.17	50061.39	1.92	+ 2682.07
TOTALS											8916			52743.46		50059.90		+ 2683.56

COMMENTS
 A = RATION CREDIT FORMULA 20%/40%/40%
 B = RATION CREDIT FORMULA 45%/55%
 Q = SUPPLEMENTAL ALLOWANCE 1 - 99
 R = SUPPLEMENTAL ALLOWANCE 100 - 149

PREPARED BY RECORDSKEEPER AUDITED BY LEADING MS AUDITED & CERTIFIED BY W. B. ELLIS, LTJG FOOD SERVICE OFFICER

RECORD COUNT = 17 ***** END OF REPORT ***** S/N 0108-LF-500-3381

Figure 7-20

POSTING MONEY VALUE ONLY LOSS BY INVENTORY

F84120001 TIME: 18:51 *** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS CONTROL RECORD (4061)
 NAVSUP FORM 338 (REV. 11-84)
 FROM (Name of Ship or Station) USS DUARTE (DDG 90) COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE

BDFA 5.38 SUPPLEMENTAL/SPECIAL ALLOWANCES 0.81/ 0.40 + 0.00 FOR THE PERIOD 15 JUN 98 - 30 JUN 98

UIC V21111

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT RIK/CASH SALES		MONETARY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES	
	B (2)	L (3)	D (4)	N (5)	DAILY (6)	B (7)	L (8)	D (9)	N (10)	DAILY (11)	DAILY (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)		ONE RATION (18)
15 JUN	13	27	4	0	15.00	58	146	119	0	117.60	133	7262	768.74	43105.81	749.86	41715.85	5.64	+ 1389.96
AR 16	12	30	4	0	16.00	49	168	134	0	130.60	147	7409	849.66	43955.47	656.62	42372.47	4.47	+ 1583.00
AR 17	12	22	7	0	14.00	47	167	129	0	127.80	142	7551	820.76	44776.23	759.35	43151.82	5.35	+ 1644.41
AR 18	10	17	1	0	9.20	46	220	75	0	127.20	136	7687	786.08	45562.31	694.81	43828.53	5.11	+ 1735.58
AO 19	6	10	0	0	5.20	29	134	66	0	85.80	91	7778	563.29	46125.60	336.73	44163.36	3.70	+ 1962.24
BO 20	0	29	0	0	13.05	0	74	0	52	54.10	67	7845	414.73	46540.33	169.32	44332.68	2.53	+ 2207.65
BO 21	0	30	0	1	13.90	0	67	0	49	49.75	64	7909	396.16	46936.49	197.77	44530.45	3.09	+ 2406.04
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134	8043	774.52	47711.01	608.60	45139.05	4.54	+ 2571.96
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115	8158	664.70	48375.71	498.91	45637.96	4.34	+ 2737.75
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	8267	630.02	49005.73	1287.33	46925.29	11.81	+ 2080.44
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	8392	722.50	49728.23	635.89	47561.18	5.09	+ 2167.05
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	8493	583.78	50312.01	1112.55	48673.73	11.02	+ 1638.28
BO 27	0	4	0	1	2.20	0	74	0	65	59.30	62	8555	383.78	50695.79	387.34	49061.07	6.25	+ 1634.72
BO 28	0	10	0	0	4.30	0	80	0	71	64.40	69	8624	427.11	51122.90	568.42	49429.49	5.34	+ 1693.41
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	8748	716.72	51839.62	309.73	49739.22	2.50	+ 2100.40
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168	8916	903.84	52743.46	322.17	50061.39	1.92	+ 2682.07
TOTALS											8916			52743.46		50114.94		+ 2628.52

COMMENTS
 A = RATION CREDIT FORMULA 20%/40%/40%
 B = RATION CREDIT FORMULA 45%/55%
 Q = SUPPLEMENTAL ALLOWANCE 1 - 99
 R = SUPPLEMENTAL ALLOWANCE 100 - 149

PREPARED BY RECORDSKEEPER AUDITED BY LEADING MS AUDITED & CERTIFIED BY W. B. ELLIS, LTJG FOOD SERVICE OFFICER

RECORD COUNT = 17 ***** END OF REPORT ***** S/N 0108-LF-500-3381

Figure 7-21

NAVSUP P-486 Volume I - Food Service Management

RECORDING SMOOTH INVENTORY TO THE FOOD ITEM REPORT/MASTER FOOD CODE LIST (NAVSUP FORM 1059)

F82631201 TIME: 12:05		*** SMOOTH FULL INVENTORY ***		DATE: 15JUL98 PAGE: 29			
FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110) NAVSUP FORM 1059 (Rev. 11-81)							
ACTIVITY USS DUARTE (DDG 90)		UIC V21111		DATE 06/30/98			
*** PERISHABLE (FRESH/CHILL) ***							
CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
=====	=====	=====	==	=====	=====	=====	=====
	8930	JAMS, JELLIES, & PRESERVES					
Y19	01-035-0086	JAM & JELLY, ASST., 1/2 OZ BOAT/CUP	HD		20.00	3.1650	63.30
Y30	00-576-4233	JELLY, GRAPE, 1/2 OZ BOAT/CUP/BAG	HD		0.00	1.9600	0.00
Y34	00-438-2652	PEANUT BUTTER, 1/2 OZ BOAT/CUP	HD		0.00	0.1700	0.00
	8945	FOOD OILS AND FATS					
Y56	00-616-0091	SHORTENING COMPOUND, GEN. PURP. 50 LB	BX		4.00	24.6870	98.75
	8950	CONDIMENTS & RELATED PRODUCTS					
Y68	01-186-8173	BARBECUE SAUCE, 7/16 OZ BOAT/CUP/BG	HD		10.00	2.5426	25.43
Y70	00-616-5479	CATSUP, 7/16	HD		0.00	1.8550	0.00
Y74	00-127-9806	HORSE RADISH,	QT		4.00	2.7219	10.89
Y76	00-616-5474	MUSTARD, PREP.	HD		39.00	1.0234	39.91
Y77	00-139-5773	RELISH, PICKLE	HD		0.00	2.8400	0.00
Y78	00-616-5481	SALAD DRESSING	HD		0.00	2.7900	0.00
Y79	00-328-6728	TARTAR SAUCE	HD		17.00	2.4582	41.79
Y83	01-057-1559	YEAST, BAKER'S, DRY, 2 LB	BG		24.00	3.1334	75.20
	8905	MEAT, POULTRY, AND FISH					
Z16	13-397-3001	CHICKEN BREAST BNLS SKLS	LB		8.00	2.7260	21.81
				SUBTOTAL \$		377.08	
				TOTAL OF ALL SUBTOTALS \$		26396.58	
				KEY PRODUCED BAKERY PRODUCTS SOLD \$			
				GRAND TOTAL \$		26396.58	
Issued by (Signature, Rate & Title)		Date					
Received By (Signature, Rate & Title)		Date					
I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY.							
Signature <i>W.B. Ellis LTSG</i>		Date <i>30 Jun 98</i>					

Dollar value of the ending inventory is posted to the expenditure side of the NAVSUP Form 367 at the end of the quarter and the entry on the receipt side for the new quarter

Last receipt price is used to extend the ending inventory

Figure 7-22

NAVSUP P-486 Volume I - Food Service Management

MONEY VALUE TRANSFER OF INVENTORY BETWEEN FBM SUBMARINES
REQUISITION AND INVOICE/SHIPPING DOCUMENT
(DD FORM 1149)

SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	
REQUISITION AND INVOICE/SHIPPING DOCUMENT		SHEET NO. 1	
1. FROM: 05504B USS DUARTE (SSBN 901) (BLUE)		2. DATE MATERIAL REQUIRED	
3. TO: 05504G USS DUARTE (SSBN 901) (COLD)		4. REQUISITION NUMBER	
5. SHIP TO - MARK FOR To cover the money value of food items transferred from Cold crew to Blue crew on 26 May 1998.		6. AUTHORITY OR PURPOSE NAVSUP P-486, VOL, para 7103-5	
7. APPROPRIATION AND BUREAU		8. VOUCHER NUMBER AND DATE	
9. ORG. CL.		9. SIGNATURE	
10. INTR. CONT. NO.		10. DATE SHIPPED	
11. SERIAL		11. MODE OF SHIPMENT	
12. AUTHORIZATION ACTG. ACTIVITY		12. BILL OF LADING NUMBER	
13. TRANSP. TYPE		13. SHIP MOVEMENT DESIGNATION OR PORT REFERENCE NO.	
14. PROPERTY ACTG. ACTIVITY		14. AMOUNT \$ 18,462.92	
15. COST CODE		15. AMOUNT \$ 18,462.92	
16. FEDERAL STOCK NUMBER, DESCRIPTION, AND COUNG OF MATERIAL AND/OR SERVICES		16. QUANTITY REQUESTED	
(a)		(b)	
Transfer of food items money value only		UNIT OF MEASURE (c)	
W. B. ELLIS, ENS, SC, USN		QUANTITY REQUESTED (d)	
I hereby acknowledge receipt of food items for a monetary value of eighteen thousand four hundred sixty two dollars and ninety two cents.		SHIPMENT ACTION (e)	
F. M. RECEIVER, ENS, SC, USN		TYPE CONT. TANKER (f)	
		CON. TANKER NO. (g)	
		UNIT PRICE (h)	
		TOTAL COST (i)	
17. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO		17. SPECIAL HANDLING	
18. ISSUED BY		18. CONTAINER RECEIVED EXCEPT AS NOTED	
18. CHECKED BY		18. QUANTITIES RECEIVED EXCEPT AS NOTED	
18. PACKED BY		18. POSTED	
TOTAL		DATE	
		BY	
		SHEET TOTAL	
		GRAND TOTAL	
		RECEIVER'S VOUCHER NO.	

DD FORM 1149 (9-PT) 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102 - LF - 011 - 1801

ORIGINAL

Figure 7-23

PART C: PREPARATION OF FINANCIAL RETURNS

Section I: CLOSING OUT RECORDS

7200 GENERAL

One of the main records used in preparing the General Mess Operating Statement (NAVSUP Form 1358) is the Record of Receipts and Expenditures (NAVSUP Form 367). This record, as well as the Subsistence Ledgers (NAVSUP Form 335) are required to be properly closed prior to preparation of the NAVSUP Form 1358.

7201 SUBSISTENCE LEDGER (NAVSUP FORM 335)

A double line will be drawn on each Subsistence Ledger (NAVSUP Form 335) below the total issues to the general mess at the end of the accounting period to indicate the record has been closed. The inventory quantities, which appear as the last entry in the "On Hand" column, will be posted just below the double line as the first entry for the next accounting period. Figure 7-24 shows a properly closed NAVSUP Form 335. For automated activities, the NS 335 is automatically closed out and reopened during the Accounting Period Close-out processing.

7202 QUARTERLY SUMMARY OF ISSUES TO THE GENERAL MESS (NAVSUP FORM 1059)

For automated activities, the Summary of Issues is generated automatically by the Food Service Management (FSM) system during the Accounting Period closeout processing. This report must be downloaded to diskette and transmitted to NAVSUP via SALTS along with the NS 1357 and NS 1358. For manual commands, after the NAVSUP Form 335s have been properly closed a summary of issues to the general mess will be computed. The cumulative total of all issues for each food item is then transcribed on the current Fixed Price List (NAVSUPNOTE 7330) and extended at the fixed price listed (Figure 7-25). The Fixed Price List is promulgated by SUP 51 on a quarterly basis. If there is no fixed price for a food item, the last receipt price will be used. When, as a result of an inventory adjustment, a credit issue occurs, the quantity and value will be posted as a minus entry (see para. 7103-1c(2)(c)). Credit issues should not total in excess of 1% of the stores consumed. Ensure that last receipt prices are recorded on the bottom of the last page of the Fixed Price List (selected milk and bread products) prior to forwarding to SUP 51 with the quarterly returns.

7203 RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

1. GENERAL. For automated activities, the NS 367 is automatically completed by FSM when all receipt and issue documents are posted. The Record of Receipts and Expenditures (NAVSUP Form 367) is broken down into two sections. A "Receipt" section and an "Expenditure" section. The following equation is used when closing out this record:

$$\text{Beginning Inventory} + \text{Receipts} = \text{Expenditures} + \text{Ending Inventory}$$

Prior to closing out the NAVSUP Form 367, the following end of the quarter entries must be made on the expenditure side:

NAVSUP P-486 Volume I - Food Service Management

- a. Loss without Surveys/Surveys
- b. Summary of Issues to the General Mess
- c. Ending Inventory
- d. Price Adjustments
- e. Sale of Bulk Food Items
- f. Transfers with Reimbursement
- g. Transfers without Reimbursement

2. POSTING LOSS WITHOUT SURVEYS. The source document for posting the total dollar value of Loss without Surveys is the Expenditure Log (Loss without Survey) (NAVSUP Form 1334). The following is the procedure for posting this value to the "Expenditure" side of the NAVSUP Form 367 (Figure 7-26):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Enter the last day of the accounting period.
Activity/Purpose	Enter "Loss w/o Survey"
Document No.	
First Block	Leave Blank. (for automated activities the document number will be issued automatically by FSM and posted to forms 1334 and 367.
Second Block	Julian date of the last day of the accounting period.
Third Block	Food item code of the first food item listed preceded by a "9".
Value	The total dollar value of all surveys documented on the NAVSUP Form 1334.

3. POSTING SUMMARY OF ISSUES TO THE GENERAL MESS. For automated activities see para 7202 for FSM close out. For manual activities the source document for posting the total dollar value of Issues to the General Mess at fixed price is the Food Item Report/Master Food Code List (Fixed Price List) (NAVSUP Form 1059). It summarizes all issues to the general mess, less the dollar value of galley produced bakery products, throughout the accounting period (NAVSUPNOTE 7330 notice). The following is the procedure for posting this value to the "Expenditure" side of the NAVSUP Form 367 (Figure 7-27):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Enter the last day of the accounting period.
Activity/Purpose	Enter "GM Issues".
Document No.	Leave Blank.

NAVSUP P-486 Volume I - Food Service Management

Value	The total dollar value of all general mess issues, less galley produced bakery products, as recorded on the Fixed Price List (NAVSUP Form 1059).
-------	--

4. POSTING ENDING INVENTORY. For automated activities see para 7103(2) for FSM close out. For manual activities the source document for posting the total dollar value of Ending Inventory at last receipt price, is the Food Item Report/Master Food Code List (NAVSUP Form 1059). The following is the procedure for posting this value to the "Expenditure" side of the NAVSUP Form 367 (Figure 7-28):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Enter the last day of the accounting period.
Activity/Purpose	Enter "Ending Inventory".
Document No.	Leave Blank.
Value	The total dollar value of ending inventory as recorded on the NAVSUP Form 1059.

5. PRICE ADJUSTMENT. For automated activities see para 7211 for FSM close out. For manual activities after all receipts and expenditures have been posted, the value of receipts and the value of expenditures will be totaled. The difference, if any, will be considered a price adjustment, and will be posted as a plus or minus value to the expenditure side as follows (Figure 7-29):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Enter the last day of the accounting period.
Activity/Purpose	Enter "Price Adjustment"
Document No.	Leave Blank.
Value	The total dollar value (plus or minus) required to make the total expenditures equal to the total receipts.

While the price adjustment is the difference between receipt unit prices and fixed unit prices used to compute issues to the general mess, the price adjustment can also include errors in posting the value of receipts, expenditures and inventories. Therefore, care will be exercised in posting receipt and expenditure transactions, taking inventories and using correct unit prices to preclude excessive price adjustments. When the value of the price adjustments exceeds 10% of the value of stores consumed, a review will be made to determine the cause. High cost items and high usage items will be reviewed first to ascertain the accuracy of receipt and expenditure transactions, pricing, and the inventory, as an error in one of these items could affect substantially the price adjustment. The results of the review will be reported in an explanatory note on the reverse side of the General Mess Operating Statement (NAVSUP Form 1358) (after the "Price Adjustment" caption either annotate "See reverse side" or "see attached memo"), or by an attached memorandum if the review does not result in the price adjustment being reduced to less than 10% of the value of the stores consumed.

NAVSUP P-486 Volume I - Food Service Management

6. CLOSE-OUT OF THE NAVSUP FORM 367. After all end-of-accounting-period entries have been made on the "Expenditure" side and the Price Adjustment has been computed, close-out entries to the NAVSUP Form 367 will be made as follows (Figure 7-29):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Receipts Side	
Mo. & Day	Enter the last day of the accounting period.
Source	Enter "Total".
Document No.	Leave Blank.
Value	The sum of "Beginning Inventory" + all receipts
Expenditure Side	
Mo. & Day	Enter the last day of the accounting period.
Activity/Purpose	Enter "Total".

NAVSUP P-486 Volume I - Food Service Management

SUBSISTENCE LEDGER (NAVSUP FORM 335) CLOSING AND REOPENING ENTRIES

F827Z0001 TIME: 18:39
USS DUARTE (DDG 90) (V21111)

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

HIGH LIMIT: 2		LOW LIMIT: 1		UNIT OF ISSUE: CN		STOCK NO. 8905007536106		ITEM A08, CHICKEN, BONED, 29 OZ	
1998		1998		1998		1998		1998	
MO.	DAY	RECEIPTS	GENERAL MESS ISSUED	CUM. TOTAL	OTHER	ON HAND	MO.	DAY	RECEIPTS
07	01	BBE				10.00			
07/01	5.52								
06/30	5.6800								

NAVSUP Form 335 is automatically closed out and reopened during the accounting period closeout at the end of the quarter

* Use to extend issues to General Mess.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL

Use to extend inventory and to price sales and transfers.

***** END OF REPORT *****

Figure 7-24

NAVSUP P-486 Volume I - Food Service Management

SUMMARY OF ISSUES TO THE GENERAL MESS ON THE FIXED PRICE LIST (FOOD ITEM REPORT/MASTER FOOD CODE LIST – NAVSUP FORM 1059)

F82900001 TIME: 20:53 *** STORES CONSUMED REPORT *** DATE: 15JUL98 PAGE: 17

FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)
NAVSUP FORM 1059 (Rev. 11-81)

ACTIVITY USS DUARTE (DDG 90) UIC V21111 DATE April 01, 1998 thru June 30, 1998

CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
AFLOAT GENERAL MESS ONLY							
U82	00-584-3861	FLAVORED MILK, CHOCOLATE	GL		142.00	2.2900	325.1800
U93	01-361-5696	MILK, LOWFAT, 1%	GL		390.00	2.0800	811.2000
LAST RECEIPT PRICE ONLY							
U82		FLAVORED MILK, CHOCOLATE	GL		XXXXXXXXXX	2.2400	XXXXXXXXXXXX
U93		MILK, LOWFAT, 1%	GL		XXXXXXXXXX	2.2200	XXXXXXXXXXXX
						SUBTOTAL \$	1,136.3800
						TOTAL OF ALL SUBTOTALS \$	49,967.7296
						LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$	14.0000
						GRAND TOTAL \$	49,953.7296

Cumulative total of all issues to general mess as recorded on the NAVSUP 335

Summary of issues to the general mess is extended at fixed price

Issue Approver _____ Date _____

Issued by (Signature, Rate & Title) _____ Date _____

Received By (Signature, Rate & Title) _____ Date _____

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF ISSUES TO GENERAL MESS

Signature *W.B. Ellis* *1756* Date *2 July 98*

Figure 7-25

NAVSUP P-486 Volume I - Food Service Management

POSTING A LOSS WITHOUT SURVEY (NAVSUP FORM 1334) TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 14:45

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ***

DATE: 15JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS DUARTE (DDG 90)
USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C. V21111

RECEIPTS				EXPENDITURES			
*1998	SOURCE	DOCUMENT NO.	VALUE	*1998	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
4 1	INVENTORY BROUGHT FORWARD		22,020.7651	4 30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600
4 1	DOUGHTIES	8091 101 9Y83	1,169.1729	5 31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200
4 1	COCA-COLA USA	8091 9P70 9226	366.3000	6 30	SURVEY	8181 0001	860.3000
4 1	MARVA MAID DAIRY	8091 9U46 9207	35.9280	6 30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
4 3	DOUGHTIES	8093 101 9X86	57.3920	6 30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400
4 3	MARVA MAID DAIRY	8093 9U93 9207	123.3280	6 30	USS DUARTE (DDG 90)	V21880 8181 9S14	7.6000
4 3	KOTARIDES BAKING	8093 9U67	351.4500	6 30	USSF	V23232 8181 9A09 #	134.2100
4 3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6 30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
4 7	DOUGHTIES	8093 101 9X86	861.9286	6 30	ISSUES TO THE GENERAL MESS		53.7296
4 7	NSC CHARLESTON	8097 101 9U43	498.8000	6 30	INVENTORY		26,396.4928
4 7	DOUGHTIES	8097 102 9X79	1,603.0451	6 30	SUBTOTAL		77,782.8224
4 8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128	6 30	PRICE ADJUSTMENT		-2,092.5666
4 9	MARVA MAID DAIRY	8099 9U93 9207	1,900.7000	6 30	TOTAL		75,690.2558
4 10	KOTARIDES BAKING	8100 9U67	364.9500				
4 14	DOUGHTIES	8099 101 9Y56	1,760.5755				
4 14	NSC CHARLESTON	8104 102 9U41	318.4000				
4 16	DOUGHTIES	8104 101 9X88	873.9577				
4 16	MARVA MAID DAIRY	8106 9U93 9207	103.4560				
4 17	KOTARIDES BAKING	8107 9U67	322.2000				
4 20	MARVA MAID DAIRY	8110 9U93 9207	159.3560				
4 20	MARVA MAID DAIRY	8110 9X91 9256	143.8656				
4 21	DOUGHTIES	8106 101 9Y19	761.7118				
4 22	NSC CHARLESTON	8112 101 9U43	389.3700				

* Receipt Without Charge # Transfer With Reimbursement

F82353201 TIME: 14:45

*** NAVSUP FORM 1334 ***

DATE: 15JUL98 PAGE:

EXPENDITURE LOG (4442)
(Loss without Survey)
NAVSUP FORM 1334 (REV. 7-73)

ACTIVITY (Name and Mailing Address)
USS DUARTE (DDG 90)
USS DUARTE (DDG 90) FPO-AE 28882-1888

U.I.C. V21111 PERIOD April 1, 1998 THROUGH June 30, 1998

DATE	STOCK NUMBER	ITEM NAME	U/I	QTY	LAST RECEIPT PRICE	TOTAL VALUE	REASON FOR LOSS	FOOD SERVICE OFFICER (Signature)
06/02/98	8920-00-125-9441	G20, SPAGHETTI, 10 BX	LB	10.00	0.5064	5.064	BAG RIPPED	APPROVED
06/18/98	8910-01-361-5096	U93, MILK, LOWFAT, 12	GL	5.00	2.2200	11.10	SOUR MILK	APPROVED
06/30/98	8905-00-782-3190	Q95, FRANKFURTERS, 1-2 LB	LB	20.00	1.3900	27.80	NOT RECEIVED	APPROVED
06/30/98	8915-01-088-8749	V03, APPLES, EATING, RED, SWEET	LB	10.00	0.5900	5.90	SPOILED	APPROVED

NAVSUP FORM 1334

Dollar value of all loss without surveys for the accounting period

Document number is the Julian date of the last date of the accounting period followed by "9" and the first food item code

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF LOSS WITHOUT SURVEY.

W. B. ELLIS, LTJG, FOOD SERVICE OFFICER

S/N 0108-LF-505-0601

RECORD COUNT = 4

TOTAL MONEY VALUE: 49.86 EXPENDITURE NO: 81819620

***** END OF REPORT *****

Figure 7-26

NAVSUP P-486 Volume I - Food Service Management

POSTING GENERAL MESS ISSUES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

*1998 RECEIPTS				*1998 EXPENDITURES					
Mo.	Day	SOURCE	DOCUMENT NO.	VALUE	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
4	1	INVENTORY BROUGHT FORWARD		22,020.7651	4	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600
4	1	DOUGHTIES	8091 101 9Y83	1,169.1729	5	31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200
4	1	COCA-COLA USA	8091 9P70 9226	366.3000	6	30	SURVEY	8181 0001	860.3000
4	1	MARVA MAID DAIRY	8091 9U46 9207	35.9280	6	30	HARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
4	3	DOUGHTIES	8093 101 9X86	57.3920	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400
4	3	MARVA MAID DAIRY	8093 9U93 9207	123.3280	6	30	USS DUARTE (DDG 90)	V21880 8181 9S14	7.6000
4	3	KOTARIDES BAKING	8093 9U67	351.4500	6	30	USSF	V23232 8181 9A09	134.2100
4	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
4	3	MARVA MAID DAIRY	8093 101 9X86	861.9286	6	30	ISSUES TO THE GENERAL MESS		49,953.7296
4	7	DOUGHTIES	8093 101 9X86	498.8000	6	30	INVENTORY		26,396.4928
4	7	NSC CHARLESTON	8097 102 9X79	1,603.0451	6	30	SUBTOTAL		77,782.8224
4	8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128	6	30	PRICE ADJUSTMENT		-2,092.5666
4	9	MARVA MAID DAIRY	8099 9U93 9207	1,900.7000	6	30	TOTAL		75,690.2558
4	10	KOTARIDES BAKING	8100 9U67	364.9500					
4	14	DOUGHTIES	8099 101 9Y56	1,760.5755					
4	14	NSC CHARLESTON	8104 102 9U41	318.4000					
4	16	DOUGHTIES	8104 101 9X88	873.9577					
4	16	MARVA MAID DAIRY	8106 9U93 9207	103.4560					
4	17	KOTARIDES BAKING	8107 9U67	322.2000					
4	20	MARVA MAID DAIRY	8110 9U93 9207	159.3560					
4	20	MARVA MAID DAIRY	8110 9X91 9256	143.8656					
4	21	DOUGHTIES	8106 101 9Y19	761.7118					
4	22	NSC CHARLESTON	8112 101 9U43	389.3700					

* Receipt Without Charge # Transfer With Reimbursement

NAVSUP FORM 367

F82900001 TIME: 20:53 *** STORES CONSUMED REPORT *** DATE: 15JUL98 PAGE: 17

FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)
NAVSUP FORM 1059 (Rev. 11-81)

ACTIVITY	NAVAL STATION DUARTE	UIC	DATE
		V21111	April 01, 1998 thru June 30, 1998

CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
AFLOAT GENERAL MESS ONLY							
UB2	00-584-3861	FLAVORED MILK, CHOCOLATE	GL		142.00	2.2900	325.1800
U93	01-361-5696	MILK, LOWFAT, 1%	GL		390.00	2.0800	811.2000
LAST RECEIPT PRICE ONLY							
UB2		FLAVORED MILK, CHOCOLATE	GL		XXXXXXX	2.2400	XXXXXXX
U93		MILK, LOWFAT, 1%	GL		XXXXXXX	2.2200	XXXXXXX
SUBTOTAL \$							1,136.3800
TOTAL OF ALL SUBTOTALS \$							49,967.7296
LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$							14.0000
GRAND TOTAL \$							49,953.7296

Issue Approved by (Signature, Rate & Title) _____ Date _____

Issued by (Signature, Rate & Title) _____ Date _____

Received By (Signature, Rate & Title) _____ Date _____

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF ISSUES TO GENERAL MESS
Signature W.B. Ellis Date 2 July 98

Ensure last receipt prices are inserted for these food items

Total dollar value of issues to the general mess for the reporting period less galley produced bakery products

Figure 7-27

NAVSUP P-486 Volume I - Food Service Management

POSTING ENDING INVENTORY TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

RECEIPTS				EXPENDITURES			
*1998	Mo.	Day	DESCRIPTION	UIC	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
4	1	1	COCA-COLA USA	8091	9P70	9226	24.4600
4	1	1	MARVA MAID DAIRY	8091	9U46	9207	37.5200
4	1	1	DOUGHTIES	8093	101	9X86	860.3000
4	3	1	MARVA MAID DAIRY	8093	9U93	9207	164.8100
4	3	1	DOUGHTIES	8093	101	9X86	153.8400
4	3	1	KOTARIDES BAKING	8093	9U67		7.6000
4	3	1	MARVA MAID DAIRY	8093	9X91	9X95	134.2100
4	3	1	DOUGHTIES	8093	101	9X86	49.8600
4	3	1	NSC CHARLESTON	8097	101	9U43	49,953.7296
4	3	1	DOUGHTIES	8097	102	9X79	26,396.4928
4	3	1	MARVA MAID DAIRY	8098	9X91	9X95	77,782.8224
4	3	1	DOUGHTIES	8099	9U93	9207	-2,092.5666
4	3	1	KOTARIDES BAKING	8100	9U67		75,690.2558
4	3	1	DOUGHTIES	8099	101	9Y56	
4	3	1	NSC CHARLESTON	8104	102	9U41	
4	3	1	DOUGHTIES	8104	101	9X88	
4	3	1	MARVA MAID DAIRY	8106	9U93	9207	
4	3	1	KOTARIDES BAKING	8107	9U67		
4	3	1	MARVA MAID DAIRY	8110	9U93	9207	
4	3	1	DOUGHTIES	8110	9X91	9256	
4	3	1	NSC CHARLESTON	8112	101	9U43	

* Receipt Without Charge # Transfer With Reimbursement

Total dollar value of
ending inventory as of the
last day of the reporting
period

Computed at
last receipt
price

F82631201 TIME: 12:05 *** SMOOTH FULL INVENTORY *** DATE: 15JUL98 PAGE: 29

FOOD ITEM REPORT/MATERIAL FOOD CODE LIST (10110)
NAVSUP FORM 1059 (Rev. 11-81)

ACTIVITY: USS DUARTE (DDG 90) UIC: V21111 DATE: 06/30/98

*** PERISHABLE (FRESH/CHILL) ***

CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
8930		JAMS, JELLIES, & PRESERVES					
Y19	01-035-0086	JAM & JELLY, ASST., 1/2 OZ BOAT/CUP	HD	20.00	3.1650	63.30	
Y30	00-576-4233	JELLY, GRAPE, 1/2 OZ BOAT/CUP/BAG	HD	0.00	1.9600	0.00	
Y34	00-438-2652	PEANUT BUTTER, 1/2 OZ BOAT/CUP	HD	0.00	0.1700	0.00	
8945		FOOD OILS AND FATS					
Y56	00-616-0091	SHORTENING COMPOUND, GEN. PURP. 50 LB	BX	4.00	24.6870	98.75	
8950		CONDIMENTS & RELATED PRODUCTS					
Y68	01-186-4473	BARBECUE SAUCE, 7/16 OZ BOAT/CUP/BG	HD	10.00	2.5426	25.43	
Y70	00-616-5479	CATSUP, 7/16 OZ BOAT/CUP/BAG	HD	0.00	1.8550	0.00	
Y74	00-127-9806	MARGARIDISH, PREPARED, DOMESTIC	QT	4.00	2.7219	10.89	
Y76	00-616-5474	MUSHROOM, PREPARED, 1/5 OZ BOAT/CUP	HD	39.00	1.0234	39.91	
Y77	00-139-5773	RELISH, PICKLE, SWEET, 1/3 OZ BOAT/CUP	HD	0.00	2.8400	0.00	
Y78	00-616-5481	SALAD DRESSING, 7/16 OZ BOAT/CUP/BAG	HD	0.00	2.7900	0.00	
Y79	00-328-6728	TARTAR SAUCE, 7/16 OZ BOAT/CUP/BAG	HD	17.00	2.4582	41.79	
Y83	01-057-1559	YEAST BAKING POWDER, 2 OZ	BG	24.00	3.1334	75.20	
8905		MEAT, POULTRY, AND FISH					
Z16	13-397-3001	CHICKEN BREAST BNLS SKLS	B	8.00	2.7260	21.81	
SUBTOTAL \$							377.08
TOTAL OF ALL SUBTOTALS \$							26396.58
REDUCED BAKERY PRODUCTS SOLD							
GRAND TOTAL \$							26396.58

Issue Approved by (Signature, Rate & Title) | Date

Issued by (Signature, Rate & Title) | Date

Received By (Signature, Rate & Title) | Date

I CERTIFY THE FOREGOING IS A TRUE STATEMENT OF INVENTORY.
Signature: *W.D. Ellis* Date: *30 Jun 98*

Figure 7-28

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PRICE ADJUSTMENT AND CLOSING ENTRIES ON THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS DUARTE (DDG 90)
USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C V21111

RECEIPTS				EXPENDITURES			
*1998				*1998			
Mo.	Day	SOURCE	DOCUMENT NO.	Mo.	Day	ACTIVITY/ PURPOSE	DOCUMENT NO.
4	1	INVENTORY BROUGHT FORWARD		4	30	ALL OTHERS (ISSUES+GPBP-RETURNS)	
4	1	DOUGHTIES	8091 101 9Y83	5	31	ALL OTHERS (ISSUES+GPBP-RETURNS)	
4	1	COCA-COLA USA	8091 9Y70 9Y84	6	30	SURVEY	8181 0001
4	1	MARVA MAID DAIRY		6	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)	
4	3	DOUGHTIES		6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)	
4	3	MARVA MAID DAIRY		6	30	USS DUARTE (DDG 90)	V21880 8181 9S14
4	3	KOTARIDES BAKING		6	30	ISSUES TO THE GENERAL MESS	V23232 8181 9A09 #
4	3	MARVA MAID DAIRY		6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03
4	7	DOUGHTIES	8093 101 9X80	6	30	ISSUES TO THE GENERAL MESS	
4	7	NSC CHARLESTON	8097 101 9W43	6	30	INVENTORY	
4	7	DOUGHTIES	8097 102 9X79	6	30	SUBTOTAL	
4	8	MARVA MAID DAIRY	8098 9X91 9X95	6	30	PRICE ADJUSTMENT	
4	9	MARVA MAID DAIRY	8099 9U93 9Z07	6	30	TOTAL	
4	10	KOTARIDES BAKING	8100 9W67				
4	14	DOUGHTIES	8099 101 9Y56				
4	14	NSC CHARLESTON	8104 102 9W41				
4	16	DOUGHTIES	8104 101 9X88				
4	16	MARVA MAID DAIRY	8106 9U93 9Z07				
4	17	KOTARIDES BAKING	8107 9W67				
4	20	MARVA MAID DAIRY	8110 9U93 9Z07				
4	20	MARVA MAID DAIRY	8110 9X91 9Z56				
4	21	DOUGHTIES	8106 101 9Y19				
4	22	NSC CHARLESTON	8112 101 9W43				

* Receipt Without Charge # Transfer With Reimbursement

The price adjustment is a value that forces the receipts total to equal the expenditures total

Receipts and expenditures total must agree

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 5

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS DUARTE (DDG 90)
USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C V21111

RECEIPTS				EXPENDITURES			
*1998				*1998			
Mo.	Day	SOURCE	DOCUMENT NO.	Mo.	Day	ACTIVITY/ PURPOSE	DOCUMENT NO.
6	23	MARVA MAID DAIRY	8174 9S24 9Z51				
6	23	MARVA MAID DAIRY	8174 9U93 9Z07				
6	23	NSC NORFOLK	8174 102 9V03				
6	26	KOTARIDES BAKING	8177 9W67				
6	29	DOUGHTIES	8170 101 9X88				
6	29	MARVA MAID DAIRY	8152 9U93				
6	29	NSC NORFOLK	8180 101 9H22				
6	30	MARVA MAID DAIRY	8152 9U93				
6	30	NSC NORFOLK	8181 103 9H29				
6	30	NSC NORFOLK	8181 104 9P95				
6	30	USS NEVERSAIL (LPD-5)	8181 9A08 9A21				
6	30	TOTAL					

Figure 7-29

Section II: GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358)

7210 GENERAL

All general messes use end-use accounting procedures, whereby activities account for receipts and expenditures of food items under the subsistence appropriation. Under this authority, the general mess will submit financial returns using the General Mess Operating Statement (NAVSUP Form 1358). This report is the principal food service report and will be submitted (electronically if possible) at the end of each quarterly accounting period. Aboard fleet ballistic submarines, the NAVSUP Form 1358 will be prepared and submitted for the period (patrol) that the mess is administered by each crew (blue and gold). All monetary values will be rounded to the nearest dollar, except the rates for computing allowances. Financial returns serve the following purposes:

- a. establishes accountability,
- b. basis for analyzing, separating, and presenting appropriation and cost accounting charges,
- c. presents vouchers substantiating entries in the account of Food Service Officers for review by the Navy Department and the General Accounting Office,
- d. insures compliance with government budgetary control measures,
- e. makes it easier to compile statistics for logistic planning in various offices, commands, or bureaus, and
- f. provides statistical information necessary for future ration allowances.

The Subsistence In Kind (SIK) account is debited when Receipts With Charge are generated, not when stores are consumed. As a result, excessive procurements and food stocks adversely affect the SIK account. NAVSUP monitors the Level Of Procurement (LOP) for each galley by comparing the total of Galley Supply Actions (Receipts With Charge - Transfers With Reimbursements - Sales Of Bulk Food) to the Total Allowances for each quarter. When the value of Total Allowances is exceeded by the value of Galley Supply Actions, NAVSUP interfaces with the TYCOM to determine the cause.

FSOs who desire to determine the Level Of Procurement as a management tool at any given time during the accounting period may extract the receipts, transfers, bulk food sales and total allowance data from FSM and insert in the formula below. The following scenarios depict: (1) a situation where Galley Supply Actions are greater than allowances, and (2) a situation where Galley Supply Actions are less than allowances.

(1) Receipts With Charge	\$1,221,056
less: Transfers With Reimb	(1,799)
less: Sale of Bulk Food	<u>(13,666)</u>
Total Receipts less Transfers	\$1,205,591
Total Allowances	\$1,059,767
<u>Total Receipts - Transfers - Sales</u>	<u>\$1,205,591</u> = 1.14
Total Allowances	\$1,059,767

Note: 1.14 (ratio greater than 1) means purchases, transfers and sales were greater than allowances.

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(2) Receipts With Charge	\$1,221,056
less: Transfers With Reimb.	(31,799)
less: Sale of Bulk Food	<u>(47,565)</u>
Total (Receipts less Transfers/sales)	\$1,141,692
Total Allowances	\$1,593,767
<u>Total Receipts - Transfers - Sales</u>	<u>\$1,141,692</u> = .72
Total Allowances	\$1,593,767

Note: .72 (ratio less than 1) means purchases, transfers and sales were less than allowances.

7211 PREPARATION OF THE GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358)

1. The primary supporting forms used to prepare the General Mess Operating Statement (NAVSUP Form 1358) (Figure 7-30) are the Record of Receipts and Expenditures (NAVSUP Form 367) and the three monthly Ration and Sales Reports (NAVSUP Forms 1357). For automated activities, the NS 1358 is completed in its entirety by FSM after the Total Allowed for the accounting period is entered by the recordskeeper. The NAVSUP Form 1358 will be prepared as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Activity	Enter name and complete mailing address including zip code.
Period	Enter the "from" and "to" dates the mess was in operation.
Days in Port	Enter the total number of days in port (afloat units only).
Facility Operated	Enter the total number of days the facility was in operation.
U.I.C.	Enter the unit identification code (without alphabetic prefix).
Balance Sheet	(Note: All values reported in the Balance sheet will be rounded to the nearest whole dollar).
Receipts	
Balance Brought Forward	Enter the total dollar value of the inventory at the beginning of the accounting period. It will agree with the "Balance on Hand" caption on the NAVSUP Form 1358 submitted for the previous accounting period and the opening inventory on the "Receipts" section of the NAVSUP Form 367 rounded to the nearest whole dollar (Figure 7-31). FBM submarines will report the value of food items transferred

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between the blue and gold crews under this caption, supported by a Requisition and Invoice/Shipping Document (DD Form 1149) indicating the money value only (see para. 7103-3).

Receipts with Charge

Enter the total dollar value of all receipts with charge (receipts from stock points, CLF ships, and other government agencies). This figure will equal the amount reported on the three monthly (NAVSUP Forms 1357) (Figure 7-32) and will agree with all receipts posted on the "Receipts" section of the NAVSUP Form 367 for all receipts not indicated with a "w/o" in the left hand margin. This value will also equal the total of all receipts in the Receipts with Charge File.

Receipts without Charge

Enter the total dollar value of all receipts without charge (other end users). This figure will equal the receipts posted on the "Receipts" section of the NAVSUP Form 367 for all receipts with a "w/o" indicated in the left hand margin (Figure 7-33). This value will also equal the total of all receipts in the Receipts without Charge File.

Total

Enter the sum of the values of "Balance Brought Forward" + "Receipt with Charge" + "Receipts without Charge".

Expenditures

Stores Consumed

Enter the total dollar value of food items, at fixed price, consumed in the general mess. This entry will come from the summary of issues to the general mess at the end of the accounting period (para. 7202) which was posted to the "Expenditure" section of the NAVSUP Form 367 (Figure 7-34).

Survey & Loss Without Survey

Enter the total dollar value of all Surveys and Loss without Surveys, at last receipt price, as reported in the "Expenditure" section of the NAVSUP Form 367 (Figure 7-35).

Sale of Bulk Food Items

Enter the total dollar value, at last receipt price, of the sale of bulk food items as reported on the three monthly NAVSUP Forms 1357 (line 2c). This value will also agree with the bulk food items in the "Expenditure" section of the NAVSUP Form 367 (Figure 7-36).

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Transfers with Reimbursement	Enter the total dollar value, at last receipt price, of food items turned into stock points or CLF ships. This value will agree with the value of all transfers in the Transfers with Reimbursement File and the value of all transfers to stock points or CLF ships as reported in the "Expenditure" section of the NAVSUP Form 367 (Figure 7-37).
Transfers without Reimbursement	Enter the total value, at last receipt price, of food items transferred to other end users. This value will agree with the value of all transfers in the Transfers without Reimbursement File and the value of all transfers to other end users as reported in the "Expenditure" section of the NAVSUP Form 367 (Figure 7-38).
Balance on Hand	Enter the total dollar value, at last receipt price, of the ending inventory as of the last day of the accounting period. This value will agree with the "Inventory" entry in the "Expenditure" section of the NAVSUP Form 367 rounded to the nearest dollar (Figure 7-39). FBM submarines will post the money value of transfers of inventories between blue and gold crews under this caption which will agree with the DD Form 1149 money value only required by para. 7103-3.
Price Adjustment	Enter the value, plus or minus the amount that is required to make the total expenditures equal to the total receipts. This value may not agree with the price adjustment caption on the NAVSUP Form 367 due to rounding to the nearest dollar. (Figure 7-40).
Total	Enter the sum of the values of "Stores Consumed" + "Survey & Loss without Survey" + "Sale of Bulk Food Items" + "Transfers with Reimbursement" + "Transfers without Reimbursement" + "Balance on Hand" + "Price Adjustment". (Figure 7-40)
Ration Statement	
Rations Allowed	Figure 7-41
Navy (Enlisted)	Enter the total rations allowed for the accounting period as reported by the daily muster reports from the executive/personnel officer. Navy enlisted rations allowed equals total Navy enlisted on board minus personnel on COMRATS/BAS, TAD/TDY, leave, in hospital and unauthorized leave.

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Total Other Personnel	Enter all other personnel (including rations sold for cash) entitled to be fed. When only cash sales are involved, the number of other personnel allowed will always be equal to the number of other rations fed. These activities will report, on the NAVSUP Form 1358, the value of meals sold for cash.
Total	Enter the sum of "Navy (enlisted)" + "Total Other Personnel"
Rations Fed	(Figure 7-41)
Navy (Enlisted)	Enter the total rations fed for the accounting period. The actual Navy (enlisted) fed figure is extracted from the three monthly NAVSUP Form 1357s.
Total Other Personnel	All other personnel (including rations sold for cash) actually fed. The actual total other personnel fed figure is extracted from the three monthly NAVSUP Form 1357s.
Total	The sum of "Navy (enlisted)" + "Total Other Personnel". This total equals the total fed from the three monthly NAVSUP Form 1357s.
Computation Allowances/Financial Statement	(Note: Do not round the rate; round the value to the nearest whole dollar).
Basic Allowance	(Figure 7-42)
Rations	Enter the "Total Rations" figure from the "Rations Fed" column.
Rate	Enter the Basic Daily Food Allowance as described in NAVSUPNOTE 7330 series (do not round this value).
Value	Rations x Rate (rounded to the nearest whole dollar).
Special/Supplemental Allowances	Enter, as appropriate, for each type of special/supplemental allowance to which entitled as described in NAVSUPNOTE series, the number of rations, rate and value as described in the Basic Allowance section. (Do not round the rate; round the value to the nearest whole dollar).
Total Allowances	Enter the sum of the "Basic Allowance" value + all "Special/Supplemental Allowance" values + value of over/under issue BF in accordance with 7211.3.

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Stores Consumed	Enter the value of "Stores Consumed" from the "Expenditure" section of the "Balance Sheet".
Over/Under Issue	Enter the difference between "Stores Consumed" and "Total Allowances". "Over" or "Under" will be marked out as appropriate. If "Stores Consumed" is greater than "Total Allowances", an over issue exists. If "Stores Consumed" is less than "Total Allowances", an under issue exists. (see subpara. 2)
Reviewed by Leading MS	Signature of Leading MS.
Executive/Personnel Officer (Signature) and Date	Signature and date of executive or personnel officer certifying the rations allowed figures.
Certified by (Signature) and Date	Signature and date of food service officer certifying accuracy of form.

2. OVER AND UNDER ISSUES. General messes are allowed to carry forward both over and under issue values of up to 2% of the total food allowances of the current quarter to the next quarter, except:

- a. general messes are not authorized to be over issue at the end of the fiscal year and upon disestablishment of the general mess.
- b. upon the relief of the Food Service Officer, if the general mess is over issue in excess of 2%, records must be closed out and a set of financial returns with a letter of explanation submitted to SUP 51 via the TYCOM.
- c. general messes filing reports by patrol (blue or gold) or not operating under a continuing Unit Identification Code, will not carry forward over or under issue values to the next report.

(1) Over issue 2% or Less. General messes are allowed to accumulate an over issue in any of the first three fiscal quarters up to 2% of "Total Allowances" for the current quarter without being required to submit returns via the administrative/area/type commander. Such returns are submitted directly to SUP 51.

Over Issues in excess of 2% of "Total Allowances" for the current quarter or any over issue at the end of the fiscal year are to be submitted to SUP 51 via the administrative/area/type commander with a letter of explanation. Include with letter, a copy of NAVSUP forms 338, 1357, 1358, 1059 (Stores Consumed) and 367 for the quarter. The amount in excess of 2 % will not be carried forward to the next quarter. Maximum over issue carried forward to the next quarter equals 2% of total allowances.

(2) Under Issues in excess of 2%. Under Issues in excess of 2% of "Total Allowances" for any quarter require a letter of explanation submitted to SUP 51 via the administrative/area/type commander. This procedure will not delay the submission of reports to SUP 51. The under issue amount in excess of 2 % will not be carried forward to the next quarter. Maximum under issue carried forward to the next quarter equals 2% of total allowances.

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3. BRINGING FORWARD OVER AND UNDER ISSUES

- a. Over/under issue values will be carried forward to the next quarter directly as allowance to the "Monetary Allowance" column on NAVSUP Form 338.
- b. Over/under issue values carried forward will be reported on the next quarter's NAVSUP Form 1358 in the "Allowance" section.
- c. Over/under issue values will be carried forward respectively as negative/positive allowance values on NAVSUP Forms 338 and 1358.
- d. Over/under issue values will be labeled respectively "Over Issue Carried Forward/Under Issue Carried Forward" on NAVSUP Forms 338 and 1358.
- e. Over/under issue will not be carried forward from the fourth quarter.

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GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358)

F84800001 TIME: 14:22		*** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) ***		DATE: 15JUL98 PAGE: 1	
GENERAL MESS OPERATING STATEMENT (7330)		NAVSUP REPORT 7330-8			
ACTIVITY (Name and Mailing Address) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		PERIOD 04/01/98 THRU 06/30/98	Days In Port 91	Facility Operated (No. of Days) 91	U.I.C. 21111
NOTE: ROUND ALL VALUES TO NEAREST DOLLAR					
BALANCE SHEET		RATION STATEMENT			
RECEIPTS		TYPE OF PERSONNEL		RATIONS ALLOWED	RATIONS FED
BALANCE BROUGHT FORWARD 1/	\$ 22,021	NAVY (Enlisted)		18,954	2/ 745
RECEIPTS WITH CHARGE 2/	53,571	TOTAL OTHER PERSONNEL		8,171	2/ 8,171
RECEIPTS WITHOUT CHARGE	98	TOTAL RATIONS		27,125	2/ 8,916
TOTAL	\$ 75,690				
EXPENDITURES		COMPUTATION OF ALLOWANCES/ FINANCIAL STATEMENT			
STORES CONSUMED	\$ 49,954	BASIC ALLOWANCE		3/ 8,916	\$ 5.38 47,968
SPECIAL MEALS	0	SPECIAL ALLOWANCES		99 OR LESS	2,725 0.81 2,207
SURVEY & LOSS WITHOUT SURVEY	910			100 TO 149	5,349 0.40 2,140
SALE OF BULK FOOD ITEMS 2/	381			UNDER ISSUE BF	429
TRANSFERS WITH REIMBURSEMENT	134				
TRANSFERS WITHOUT REIMBURSEMENT	8				
BALANCE ON HAND	26,396	TOTAL ALLOWANCES			\$ 52,744
PRICE ADJUSTMENT	-2,093	STORES CONSUMED (From 'EXPENDITURES')			49,954
TOTAL	\$ 75,690	REVIEWED BY LEADING MS (SIGNATURE)		UNDER ISSUE	\$ 2,790
Notes: 1/ Balance on hand previous report. 2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.' 3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column. Any remarks should be placed on the reverse side of this form.		The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.		I CERTIFY that the above information is correct to the best of my knowledge and belief.	
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) R. S. BART		CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE) W.B. Ellis LTJG 5 July 98			

Figure 7-30

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RECORDING DATA ON THE “BALANCE SHEET” SECTION (BALANCE BROUGHT FORWARD) TO THE GENERAL MESS OPERATING STATEMENT

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (REV. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS DUARTE (DDG 90)
USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C. V21111

RECEIPTS				EXPENDITURES				
*1998 Mo.	*1998 Day	SOURCE	DOCUMENT NO.	VALUE	*1998 Mo.	*1998 Day	ACTIVITY/ PURPOSE	VALUE
4	1	INVENTORY BROUGHT FORWARD		22,020.7651	30		ALL OTHERS	24.4600
4	1	DOUGHTIES	8091 101 9Y83	1,169.1729	31		ALL OTHERS	37.5200
4	1	COCA-COLA USA	8091 9P70 9226	366.3	6	30	SURVEY	860.3000
4	1	MARVA MAID DAIRY	8091 9U46 9207	35.9200	6	30	WARDROOM MESS	164.8100
4	3	DOUGHTIES	8093 101 9X86	57.3900	6	30	ALL OTHERS	153.8400
4	3	MARVA MAID DAIRY	8093 9U93	35.3200	6	30	USS DUARTE (DDG 90)	7.6600
							USSF	

NAVSUP FORM 367

Ending inventory from previous accounting period. Post this figure to the nearest dollar value.

F84800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330)
ACTIVITY (Name and Mailing Address)
USS DUARTE (DDG 90)
COMMANDING OFFICER
USS DUARTE (DDG 90)
FPO-AE 28882-1888

PERIOD 04/01/98 THRU 06/30/98 Days In Port 91 Facility Operated (No. of Days) 91 U.I.C. 21111

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET RECEIPTS		VALUE	TYPE OF PERSONNEL		RATIONS ALLOWED		RATIONS FED	
BALANCE BROUGHT FORWARD 1/		\$ 22,021	NAVY (Enlisted)		18,954	2/	745	
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL		8,171	2/	8,171	
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS		27,125	2/	8,916	
TOTAL		\$ 75,690						
EXPENDITURES		VALUE	COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT					
STORES CONSUMED		\$ 49,954	BASIC ALLOWANCE		3/ 8,916	\$ 5.38	\$ 47,968	
SPECIAL MEALS		0	99 OR LESS		2,725	0.81	2,207	
SURVEY & LOSS WITHOUT SURVEY		910	100 TO 149		5,349	0.40	2,140	
SALE OF BULK FOOD ITEMS 2/		381	UNDER ISSUE BF				429	
TRANSFERS WITH REIMBURSEMENT		134						
TRANSFERS WITHOUT REIMBURSEMENT		8						
BALANCE ON HAND		26,396	TOTAL ALLOWANCES \$ 52,744					
PRICE ADJUSTMENT		-2,093	STORES CONSUMED (From 'EXPENDITURES')					
TOTAL		\$ 75,690	49,954					
Notes:			REVIEWED BY LEADING MS (SIGNATURE)		UNDER ISSUE			
1/ Balance on hand previous report.			S. A. Clinton msc					
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'			R. S. Bart					
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.			EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)		CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)			
Any remarks should be placed on the reverse side of this form.			R. S. BART		W. B. Ellis LTJG 5 July 98			

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

Figure 7-31

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “BALANCE SHEET” SECTION (RECEIPTS WITH CHARGE) TO THE GENERAL MESS OPERATING STATEMENT

F8480001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330)
 ACTIVITY (Name and Reporting Address)
 USS DUARTE (DDG 90)
 COMMANDING OFFICER
 USS DUARTE (DDG 90)
 FPO-AE 28882-1888

PERIOD 04/01/98 7330-8

NAVSUP FORM 1358

BALANCE SHEET		VALUE	TYPE OF
BALANCE BROUGHT FORWARD 1/		\$ 25,000	NAVY (In listed)
RECEIPTS WITH CHARGE 2/		\$ 53,571	TOTAL OTHER PERSONNEL
RECEIPTS WITHOUT CHARGE		\$ 98	TOTAL RATIONS
TOTAL		\$ 78,669	

EXPENDITURES		VALUE	TYPE	RATIONS	RATE	VALUE
STORES CONSUMED		\$ 49,95	BASIC ALLOWANCE	3/	8,916	\$ 5.38 \$ 47,968
SPECIAL MEALS		0	99 OR LESS		2,725	0.81 2,207
SURVEY & LOSS WITHOUT SURVEY		910	100 TO 149		5,349	0.40 2,140
SALE OF BULK FOOD ITEMS 2/		381	UNDER ISSUE BF			429
TRANSFERS WITH REIMBURSEMENT		134				
TRANSFERS WITHOUT REIMBURSEMENT		8				
BALANCE ON HAND		26,396	TOTAL ALLOWANCES			\$ 52,744
PRICE ADJUSTMENT		-2,093	STORES CONSUMED (from 'EXPENDITURES')			49,954
TOTAL		\$ 75,690	REVIEWED BY LEADING MS (SIGNATURE)	UNDER	ISSUE	\$ 2,790

Notes:
 1/ Balance on hand previous report.
 2/ Equals the sum of the 3 monthly Ration and Sales Reports.
 3/ Post 'TOTAL RATIONS' figure from the 'RATIONS' column.
 Any remarks should be placed on the reverse side of this form.

THE FIGURES CONTAINED IN THIS COLUMN ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.
 R. S. BART
 EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.
 W.B. Ellis
 CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-01-3581

4.12-81)

ING ADDRESS) USS DUARTE (DDG 90)
 COMMANDING OFFICER
 USS DUARTE (DDG 90)
 FPO-AE

AMOUNT (Nearest dollar)

23,417

ON BREAKDOWN

CODE RATION

1.

5) USS DUARTE (DDG 90)
 COMMANDING OFFICER
 USS DUARTE (DDG 90)
 FPO-AE

AMOUNT (Nearest dollar)

13,185

AKDOWN

FE

5) USS DUARTE (DDG 90)
 COMMANDING OFFICER
 USS DUARTE (DDG 90)
 FPO-AE

AMOUNT (Nearest dollar)

16,969

AKDOWN

RATION

NAVSUP FORMS 1357

This figure will equal the amount reported on the three monthly NAVSUP Form 1357's and agree with receipts posted on the NAVSUP Form 367

F8460001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 5

RECORD OF RECEIPTS AND EXPENDITURES (4442)
 NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS DUARTE (DDG 90)
 USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C V21111

*1998 RECEIPTS				*1998			
Mo.	Day	SOURCE	DOCUMENT NO.	VALUE	Mo.	Day	DOCUMENT NO.
6	23	MARVA MAID DAIRY	8174 9S24 9251	129.7856			
6	23	MARVA MAID DAIRY	8174 9U93 9207	124.9280			
6	23	NSC NORFOLK	8174 102 9V03	60.8000			
6	26	KOTARIDES BAKING	8177 9467	327.1500			
6	29	DOUGHTIES	8170 101 9X88	1,201.4678			
6	29	MARVA MAID DAIRY	8152 9U93	200.4000			
6	29	NSC NORFOLK	8180 101 9H22	52.8000			
6	30	MARVA MAID DAIRY	8152 9U93	200.4000			
6	30	NSC NORFOLK	8181 103 9H29	646.5000			
6	30	NSC NORFOLK	8181 104 9Q95	166.8000			
6	30	USS NEVERSAIL (LPD-5)	8181 9A08 9A21	98.4000			
6	30	TOTAL		75,690.2558			

NAVSUP FORM 367

Figure 7-32

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “BALANCE SHEET” SECTION (RECEIPTS WITHOUT CHARGE) TO THE GENERAL MESS OPERATING STATEMENT

F84600001 TIME: 14:45

RECORD OF RECEIPTS AND EXPENDITURES (4442)

NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ***

ACTIVITY USS DUARTE (DDG 90)

USS DUARTE (DDG 90) FPO-AE

COMMANDING OFFICER 28882-1888

U.I.C. V21111

DATE: 15JUL98 PAGE: 5

*1998 RECEIPTS				*1998 EXPENDITURES			
Mo.	Day	SOURCE	DOCUMENT NO.	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.
6	23	MARVA MAID DAIRY	8174 9S24 9251				
6	23	MARVA MAID DAIRY	8174 9U93 9207				
6	23	NSC NORFOLK	8174 102 9V03				
6	26	KOTARIDES BAKING	8177 9W67				
6	29	DOUGHTIES	8170 101 9X88				
6	29	MARVA MAID DAIRY	8152 9U93				
6	29	NSC NORFOLK	8180 101 9H22				
6	30	MARVA MAID DAIRY	8152 9U93				
6	30	NSC NORFOLK	8181 103 9H29				
6	30	NSC NORFOLK	8181 104 9Q95				
6	30	USS NEVERSAIL (LPD-5)	8181 9A08 9A21				
6	30	TOTAL					
			75,690.2558				

NAVSUP FORM 1358

This figure will equal the receipts posted on the “receipts” section of the NAVSUP Form 367 with the indication “*” on the left hand side of the value column

F84800001 TIME: 14:22

GENERAL MESS OPERATING STATEMENT (7330)

ACTIVITY (Name and Mailing Address)

USS DUARTE (DDG 90)

COMMANDING OFFICER

USS DUARTE (DDG 90)

FPO-AE 28882-1888

*** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 7330) ***

PERIOD 04/01/98 THRU

NOTE: ROUND ALL VALUES TO NEAREST

TYPE OF PERSONNEL

NAVY (Enlisted)

TOTAL OTHER PERSONNEL

TOTAL RATIONS

COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT

TYPE

BASIC ALLOWANCE

99 OR LESS

100 TO 149

UNDER ISSUE BF

TOTAL ALLOWANCES

STORES CONSUMED (From 'EXPENDITURES')

REVIEWED BY LEADING MS (SIGNATURE)

UNDER ISSUE

DATE: 15JUL98 PAGE: 1

UP REPORT 7330-8

U.I.C. 21111

NS FED

BALANCE SHEET		VALUE	TYPE		RATIONS	RATE	VALUE
BALANCE BROUGHT FORWARD 1/		\$ 22,021	NAVY (Enlisted)		18,954	2/	745
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL		8,171	2/	8,171
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS		27,125	2/	8,916
TOTAL		\$ 75,690					
EXPENDITURES		VALUE					
STORES CONSUMED		\$ 49,954					
SPECIAL MEALS		0					
SURVEY & LOSS WITHOUT SURVEY		910					
SALE OF BULK FOOD ITEMS 2/		381					
TRANSFERS WITH REIMBURSEMENT		134					
TRANSFERS WITHOUT REIMBURSEMENT		8					
BALANCE ON HAND		26,396					
PRICE ADJUSTMENT		-2,093					
TOTAL		\$ 75,690					

NAVSUP FORM 367

Notes:

1/ Balance on hand previous report.

2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'

3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.

Any remarks should be placed on the reverse side of this form.

NAVSUP FORM 1358 (REV. 10/86)

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

R. S. BART

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)

R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.

W. B. Ellis

CERTIFIED BY (Signature) (RANK AND TITLE) (DATE)

W. B. Ellis LTJG 5 July 98

Figure 7-33

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “EXPENDITURE” SECTION (STORES CONSUMED) TO THE GENERAL MESS OPERATING STATEMENT

F84800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address) PERIOD Days In Facility U.I.C.
 USS DUARTE (DDG 90) 04/01/98 THRU 06/30/98 Port 91 Operated (No. of Days) 91
 COMMANDING OFFICER 28882-1888
 USS DUARTE (DDG 90)
 FPO-AE

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET RECEIPTS		VALUE	RATION STATEMENT	
			TYPE OF PERSONNEL	RATIONS ALLOWED
BALANCE BROUGHT FORWARD 1/	\$	22,021	NAVY (Enlisted)	18,954
RECEIPTS WITH CHARGE 2/		53,571		2/ 745
RECEIPTS WITHOUT CHARGE		98	TOTAL OTHER PERSONNEL	8,171
TOTAL	\$	75,690	TOTAL RATIONS	8,916

COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT

TYPE	RATIONS	RATE	VALUE
BASIC ALLOWANCE	3/ 8,916	\$ 5.38	\$ 47,968
99 OR LESS	2,725	0.81	2,207
100 TO	5,349	0.14	749

STORES CONSUMED \$ 49,954

These figures should equal the “Issues to the General Mess” on the expenditure side of the NAVSUP Form 367 at the end of each accounting period

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

ACTIVITY USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C. V21111

ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
OTHERS (ISSUES+GPBP-RETURNS)		24,4600
OTHERS (ISSUES+GPBP-RETURNS)		37,5200
VEY (ISSUES+GPBP-RETURNS)	8181 0001	860,3000
DROOM MESS (ISSUES+GPBP-RETURNS)		164,8100
OTHERS (ISSUES+GPBP-RETURNS)		153,8400
USS DUARTE (DDG 90)	V21880 8181 9S14	7,6000
USSF	V2323 8181 9A09	134,2100
EXPENDITURE WITHOUT SURVEY	8181 0003	49,8600
ISSUES TO THE GENERAL MESS		49,953,7296
INVENTORY		26,396,4928
SUBTOTAL		77,782,8224
PRICE ADJUSTMENT		-2,092,5666
TOTAL		75,690,2558

NAVSUP FORM 367

F82900001 TIME: 20:53

FOOD ITEM REPORT/MASTER FOOD CODE LIST (101) NAVSUP FORM 1059 (Rev. 11-81)

ACTIVITY NAVAL STATION DUARTE

CODE	NSN	NOMENCLATURE	GL	142.00	2.2900	325.1800
U82	00-584-3861	FLAVORED MILK, CHOCOLATE	GL			
U93	01-361-5696	MILK, LOWFAT, 1%	GL	390.00	2.0800	811.2000

LAST RECEIPT PRICE ONLY

CODE	NSN	NOMENCLATURE	GL	XXXXXXX	2.2400	XXXXXXX
U82		FLAVORED MILK, CHOCOLATE	GL			
U93		MILK, LOWFAT, 1%	GL	XXXXXXX	2.2200	XXXXXXX

SUBTOTAL \$ 1,136,3800

TOTAL OF ALL SUBTOTALS \$ 49,967,7296

LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$ 14,0000

GRAND TOTAL \$ 49,953,7296

NAVSUP FORM 1059

Issue Approved by (Signature, Rate & Title) Date

Issued by (Signature, Rate & Title) Date

Received By (Signature, Rate & Title) Date

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF ISSUES TO GENERAL MESS

Signature *W.B. Ellis* Date *2 July 98*

Figure 7-34

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “EXPENDITURE” SECTION (SURVEY & LOSS WITHOUT SURVEY) TO THE GENERAL MESS OPERATING STATEMENT

FB4800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address) PERIOD 04/01/98 U.I.C. 21111

USS DUARTE (DDG 90) 28882-1888 NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

NAVSUP FORM 1358

BALANCE SHEET RECEIPTS		VALUE	TYPE OF PERSONNEL	RATIONS ALLOWED	RATIONS FED
BALANCE BROUGHT FORWARD 1/	\$	22,021	NAVY (Enlisted)	18,954	2/ 745
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL	8,171	2/ 8,171
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS	27,125	2/ 8,916
TOTAL	\$	75,690			

EXPENDITURES		VALUE	COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT			
			TYPE	RATIONS	RATE	VALUE
STORES CONSUMED	\$	49,954	BASIC ALLOWANCE	3/ 8,916	\$ 5.38	\$ 47,968
SPECIAL MEALS		0	99 OR LESS	2,725	0.81	2,207
SURVEY & LOSS WITHOUT SURVEY		910	100 TO 149	5,349	0.40	2,140
SALE OF BULK FOOD ITEMS 2/		367	UNDER ISSUE BF			429
TRANSFERS WITH REIMBURSEMENT		134				
TRANSFERS WITHOUT REIMBURSEMENT		8				
BALANCE ON HAND		26,396				\$ 52,744
PRICE ADJUSTMENT		-2,093				49,954
TOTAL	\$	75,690				\$ 2,790

Notes:
 1/ Balance on hand previous report.
 2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'
 3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.
 Any remarks should be placed on the reverse side of this form.

The figures contained in column are correct to the and belief of R. S. BART

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) CERTIFIED BY (Signature) (RANK AND TITLE) (DATE)

R. S. BART W. B. Ellis LTJG 5 July 98

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

ACTIVITY USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C. V21111

NAVSUP FORM 367

VALUE	*1998	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
22,020.7651	4	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600	
1,169.1729	5	31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200	
366.3000	6	30	SURVEY	8181 0001	860.3000	
35.9280	6	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100	
57.3920	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400	
23.3280	6	30	USS DUARTE (DDG 90)	V21880 8181 9S1	7.6000	
4.4500	6	30	USSF	V23232 8181 9A09	134.2100	
6.6528	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600	
61.9286	6	30	ISSUES TO THE GENERAL MESS		49,953.7296	
498.8000	6	30	INVENTORY		26,396.4928	
603.0451	6	30	SUBTOTAL		77,782.8224	
122.2128	6	30	PRICE ADJUSTMENT		-2,092.5666	
1,900.7000	6	30	TOTAL		75,690.2558	

Figure 7-35

NAVSUP P-486 Volume I – Food Service Management

REPORTING SALE OF BULK FOOD ON THE GENERAL MESS OPERATING STATEMENT

*** RATIONS AND SALES REPORT (NAVSUP FORM 1357) ***

DATE: 15 JUL 98 PAGE: 1

NAVSUP REPORT: 7330-47

PERIOD: 1 Apr 1998 THRU 30 Apr 1998

FACILITY OPERATED (No. of days): 30

UIC: 21111

NAVSUP FORMS 1357

Forward.....\$ 1,701

2. Breakdown of sales *

a. Sale of general mess meals (Excluding surcharges).....\$ 2,021

b. Sale of special meals (NAVSUP FORM 1340).....\$ 319

c. Sale of bulk food items.....\$ 2,340

d. Total sales (Sum of a, b and c).....\$ 4,680

e. Surcharges on general mess meals.....\$ 862

f. TOTAL (Sum of d and e).....\$ 5,542

*Note: Only sales/surcharges made within report period are applicable

3. Cash deposited with disbursing officer.....\$ 2,056

4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....\$ 1,726

5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....\$ 1,701

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

*** RATIONS AND SALES REPORT (NAVSUP FORM 1357) ***

DATE: 15 JUL 98 PAGE: 1

NAVSUP REPORT: 7330-47

PERIOD: 1 Apr 1998 THRU 30 Apr 1998

FACILITY OPERATED (No. of days): 30

UIC: 21111

CASH STATEMENT

g. month/patrol cycle (Line 5 previous month brought forward).....\$ 570

h. Sale of general mess meals (Excluding surcharges).....\$ 1,737

i. Sale of special meals (NAVSUP FORM 1340).....\$ 46

j. Sale of bulk food items.....\$ 1,761

k. Total sales (Sum of h, i and j).....\$ 3,544

l. Surcharges on general mess meals.....\$ 339

m. TOTAL (Sum of k and l).....\$ 3,883

*Note: Only sales/surcharges made within report period are applicable

n. Cash deposited with disbursing officer.....\$ 2,010

*** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) ***

DATE: 15 JUL 98 PAGE: 1

NAVSUP REPORT: 7330-8

PERIOD: 04/01/98 THRU 06/30/98

Days In Port: 30

FACILITY OPERATED (No. of Days): 91

U.I.C.: 21111

NAVSUP FORM 1358

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET		TYPE OF PERSONNEL		RATIONS ALLOWED		RATIONS FED	
RECEIPTS	VALUE	TYPE	VALUE	TYPE	VALUE	TYPE	VALUE
NAVY (Enlisted)			18,954		745		
TOTAL OTHER PERSONNEL			8,171		2/		8,171
TOTAL RATIONS			27,125		2/		8,916

COPIATION OF ALLOCATIONS/FINANCIAL STATEMENT		RATIONS		RATE		VALUE	
TYPE	VALUE	TYPE	VALUE	TYPE	VALUE	TYPE	VALUE
BASIC ALLOWANCE	3/	8,916	\$ 5.38	\$	47,968		
FOR LESS		2,725	0.81		2,207		
GOOD TO 149		5,349	0.40		2,140		
UNDER ISSUE BF					429		

EXPENDITURES		VALUE	
EXPENDITURES	VALUE	EXPENDITURES	VALUE
STORES CONSUMED	\$ 49,954		
SPECIAL MEALS	0		
SURVEY & LOSS WITHOUT SURVEY	0		
SALE OF BULK FOOD ITEMS 2/	381		
TRANSFERS WITH REIMBURSEMENT	134		
WITHOUT REIMBURSEMENT	8		
TOTAL	\$ 75,690		

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ***

DATE: 15 JUL 98 PAGE: 1

ACTIVITY: USS DUARTE (DDG 90)

COMMANDING OFFICER: 28882-1888

U.I.C.: V21111

NAVSUP FORM 367

VALUE	*1998	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
	No. Day			
22,020.7651	4 30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600
1,169.1729	5 31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200
366.3000	6 30	SURVEY	8181 0001	860.3000
35.9280	6 30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
57.3920	6 30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400
123.3280	6 30	USS DUARTE (DDG 90)	V21880 8181 9S14	7.6000
4.4500	6 30	USSF	V23232 8181 9A09 #	134.2100
6528	6 30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
61.9286	6 30	ISSUES TO THE GENERAL MESS		49,953.7296
498.8000	6 30	INVENTORY		26,396.4928
603.0451	6 30	SUBTOTAL		77,782.8224
122.2128	6 30	PRICE ADJUSTMENT		-2,092.5666
1,900.7000	6 30	TOTAL		75,690.2558

Total issues of "all others" plus issues to private messes equal the total of sale of bulk food items on the NAVSUP Form 1358

Figure 7-36

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “EXPENDITURE” SECTION (TRANSFER WITH REIMBURSEMENT) TO THE GENERAL MESS OPERATING STATEMENT

F84800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		NAVSUP FORM 1358		Days In Port 91	Facility Operated (No. of Days) 91	U.I.C. 21111
--	--	-------------------------	--	--------------------	---------------------------------------	-----------------

BALANCE SHEET RECEIPTS		RATION STATEMENT	
VALUE		TYPE OF PERSONNEL	RATIONS ALLOWED
BALANCE BROUGHT FORWARD 1/	\$ 22,021	NAVY (Enlisted)	18,954
RECEIPTS WITH CHARGE 2/	53,571	TOTAL OTHER PERSONNEL	8,171
RECEIPTS WITHOUT CHARGE	98	TOTAL RATIONS	27,125
TOTAL	\$ 75,690		

COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT			
TYPE	RATIONS	RATE	VALUE
BASIC ALLOWANCE	3/ 8,916	\$ 5.38	\$ 47,968
99 OR LESS	2,725	0.81	2,207
100 TO 149	5,349	0.40	2,140
UNDER ISSUE BF			429
TOTAL ALLOWANCES			52,744
STORES CONSUMED			49,954
RECEIVED BY			2,790
TOTAL			\$ 75,690

Notes:
1/ Balance on hand previous report.
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.
Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)
R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.
W. B. Ellis 476 5 July 98
CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3501

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

ACTIVITY		USS DUARTE (DDG 90)	FPO-AE	COMMANDING OFFICER	U.I.C.
USS DUARTE (DDG 90)		28882-1888		V21111	

EXPENDITURES					
VALUE	*1998	Mo.	Day	ACTIVITY/PURPOSE	VALUE
22,020.7651	4	30		ALL OTHERS (ISSUES+GPBP-RETURNS)	24.4600
1,169.1729	5	31		ALL OTHERS (ISSUES+GPBP-RETURNS)	37.5200
366.3000	6	30		SURVEY	860.3000
35.9280	6	30		WARDROOM MESS (ISSUES+GPBP-RETURNS)	164.8100
57.3920	6	30		ALL OTHERS (ISSUES+GPBP-RETURNS)	153.8400
23.3280	6	30		USS DUARTE (DDG 90)	7.6000
1.4500	6	30		USSF	134.2100
.6528	6	30		EXPENDITURE WITHOUT SURVEY	49.8600
51.9286	6	30		ISSUES TO THE GENERAL MESS	49,953.7296
498.8000	6	30		INVENTORY	26,396.4928
603.0451	6	30		SUBTOTAL	77,782.8224
122.2128	6	30		PRICE ADJUSTMENT	-2,092.5666
1,900.7000	6	30		TOTAL	75,690.2558

NAVSUP FORM 367

Figure 7-37

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “EXPENDITURE” SECTION (TRANSFER WITHOUT REIMBURSEMENT) TO THE GENERAL MESS OPERATING STATEMENT

F84800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888

NAVSUP FORM 1358

Days In Port 91 Facility Operated (No. of Days) 91 U.I.C. 21111

BALANCE SHEET RECEIPTS		VALUE	TYPE OF PERSONNEL		RATIONS STATEMENT	
					RATIONS ALLOWED	RATIONS FED
BALANCE BROUGHT FORWARD 1/		\$ 22,021	NAVY (Enlisted)		18,954	2/ 745
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL		8,171	2/ 8,171
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS		27,125	2/ 8,916
TOTAL		\$ 75,690	COMPUTATION OF ALLOWANCES/ FINANCIAL STATEMENT			
EXPENDITURES		VALUE	TYPE		RATIONS	RATE
						VALUE
STORES CONSUMED		\$ 49,954	BASIC ALLOWANCE		3/ 8,916	\$ 5.38 47,968
SPECIAL MEALS		0	99 OR LESS		2,725	0.81 2,207
SURVEY & LOSS WITHOUT SURVEY		910	100 TO 149		5,349	0.40 2,140
SALE OF BULK FOOD ITEMS 2/		381	UNDER ISSUE BF			429
TRANSFERS WITH REIMBURSEMENT		134				
TRANSFERS WITHOUT REIMBURSEMENT						
BALANCE ON HAND		26,396	TOTAL			44
PRICE ADJUSTMENT		-2,093				54
TOTAL		\$ 75,690				47,900

Notes: 1/ Balance on hand previous report. 2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.' 3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column. Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.

CERTIFIED BY (Signature) (RANK AND TITLE) (DATE) W.B. Ellis LTJG 5 July 98

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

ACTIVITY USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C. V21111

EXPENDITURES		VALUE
*1998	ACTIVITY/PURPOSE	VALUE
No. Day		
4 30	ALL OTHERS (ISSUES+GPBP-RETURNS)	24.4600
5 31	ALL OTHERS (ISSUES+GPBP-RETURNS)	37.5200
6 30	SURVEY	860.3000
6 30	WARDROOM MESS (ISSUES+GPBP-RETURNS)	164.8100
6 30	ALL OTHERS (ISSUES+GPBP-RETURNS)	153.8400
6 30	USS DUARTE (DDG 90)	7.6000
6 30	USSF	134.2100
6 30	EXPENDITURE WITHOUT SURVEY	49.8600
6 30	ISSUES TO THE GENERAL MESS	49,953.7296
6 30	INVENTORY	26,396.4928
6 30	SUBTOTAL	77,782.8224
6 30	PRICE ADJUSTMENT	-2,092.5666
6 30	TOTAL	75,690.2558

NAVSUP FORM 367

Figure 7-38

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “EXPENDITURE” SECTION (BALANCE ON HAND) TO THE GENERAL MESS OPERATING STATEMENT

F8480001 TIME: 14:22

*** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) ***

DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330)
ACTIVITY (Name and Mailing Address)
USS DUARTE (DDG 90)
COMMANDING OFFICER
USS DUARTE (DDG 90)
FPO-AE 28882-1888

NAVSUP FORM 1358

Days In Port
91

Facility Operated (No. of Days)
91

U.I.C.
21111

NAVSUP REPORT 7330-8

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET RECEIPTS		VALUE	TYPE OF PERSONNEL		RATIONS ALLOWED		RATIONS FED	
BALANCE BROUGHT FORWARD 1/		\$ 22,021	NAVY (Enlisted)		18,954	2/	745	
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL		8,171	2/	8,171	
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS		27,125	2/	8,916	
TOTAL		\$ 75,690						

EXPENDITURES		VALUE	COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT				
			TYPE	RATIONS	RATE	VALUE	
STORES CONSUMED		\$ 49,954	BASIC ALLOWANCE	3/	8,916	\$ 5.38	\$ 47,968
SPECIAL MEALS		0	SPECIAL ALLOWANCES	99 OR LESS	2,725	0.81	2,207
SURVEY & LOSS WITHOUT SURVEY		910		100 TO 149	5,349	0.40	2,140
SALE OF BULK FOOD ITEMS 2/		381		UNDER ISSUE BF			429
TRANSFERS WITH REIMBURSEMENT		134					
TRANSFERS WITHOUT REIMBURSEMENT		8					
BALANCE ON HAND		26,396	TOTAL ALLOWANCES				\$ 52,744
PRICE ADJUSTMENT		-2,093	STORES CONSUMED (From 'EXPENDITURES')				49,954
TOTAL		75,690	<div style="display: flex; justify-content: space-between;"> <div> <p>REVIEWED BY LEADING MS (SIGNATURE) <i>J.A. Clinton msc</i></p> <p>PERSONNEL OFFICER (SIGNATURE) (DATE) <i>W.B. Ellis</i> 15JUL98</p> </div> <div> <p>UNDER ISSUE</p> <p>CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE) <i>W.B. Ellis</i> LTJG 5 July 98</p> </div> </div>				\$ 2,790

Notes:
1/ Balance on hand previous report.
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

I CERTIFY that the above information is correct to the best of my knowledge and belief.

S/N 0108-LF-501-3581

This total dollar value will agree with the inventory posted in the expenditure section of the NAVSUP Form 367.

** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ***

DATE: 15JUL98 PAGE: 1

ACTIVITY		USS DUARTE (DDG 90)	COMMANDING OFFICER	U.I.C.
		USS DUARTE (DDG 90)	28882-1888	V21111
EXPENDITURES				
VALUE	*1998 Mo. Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
22,020.7651	4 30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24,4600
1,169.1729	5 31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200
366.3000	6 30	SURVEY	8181 0001	860.3000
35.9280	6 30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
57.3920	6 30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400
123.3280	6 30	USS DUARTE (DDG 90)	V21880 8181 9514	7.6000
1.4500	6 30	USSF	V23232 8181 9A09 #	134.2100
6528	6 30	EXPENDITURE WITHOUT SURVEY	8181 9A03	49.8600
51.9286	6 30	ISSUES TO THE GENERAL MESS		49,953.7296
98.8000	6 30	INVENTORY		26,396.4928
603.0451	6 30	SUBTOTAL		77,782.8224
122.2128	6 30	PRICE ADJUSTMENT		-2,092.5666
1,900.7000	6 30	TOTAL		75,690.2558

NAVSUP FORM 367

This total dollar value is for the ending inventory as of the last day of the accounting period.

Figure 7-39

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “EXPENDITURE” SECTION (PRICE ADJUSTMENT) SECTION OF THE GENERAL MESS OPERATING STATEMENT

F84800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888

NAVSUP FORM 1358

Days In Port 91 Facility Operated (No. of Days) 91 U.I.C. 21111

BALANCE SHEET RECEIPTS		RATION STATEMENT			
VALUE	TYPE OF PERSONNEL	RATIONS ALLOWED		RATIONS FED	
BALANCE BROUGHT FORWARD 1/ \$ 22,021	NAVY (Enlisted)	18,954	2/	745	
RECEIPTS WITH CHARGE 2/ 53,571	TOTAL OTHER PERSONNEL	8,171	2/	8,171	
RECEIPTS WITHOUT CHARGE 98	TOTAL RATIONS	27,125	2/	8,916	
TOTAL \$ 75,690					

COMPUTATION OF ALLOWANCES/ FINANCIAL STATEMENT				
TYPE	RATIONS	RATE	VALUE	
BASIC ALLOWANCE	3/	8,916	\$ 5.38	\$ 47,968
SPECIAL ALLOWANCES				
99 OR LESS		2,725	0.81	2,207
100 TO 149		5,349	0.40	2,140
UNDER ISSUE BF				429
TOTAL ALLOWANCES				52,744
STORES CONSUMED (From RECEIPTS BY LEADING 1)				49,954
PRICE ADJUSTMENT				2,790
TOTAL \$ 75,690				

Notes:
1/ Balance on hand previous report.
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.
Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) R. S. BART

CERTIFIED BY (Signature) (RANK AND TITLE) (DATE)

Note: due to rounding this value may not agree with the NAVSUP Form 367 and NAVSUP Form 1358.

5 July 98

S/N 0108-LF-501-3581

** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

ACTIVITY USS DUARTE (DDG 90) COMMANDING OFFICER 28882-1888 U.I.C. V21111

EXPENDITURES

VALUE	*1998 Mo.	Day	ACTIVITY/ PURPOSE	DOCUMENT NO.	VALUE
22,020.7651	4	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24,4600
1,169.1729	5	31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37,5200
366.3000	30		SURVEY	8181 0001	860,3000
35,000.0000	6	30	GENERAL MESS (ISSUES+GPBP-RETURNS)		164,8100
			RETURNS)		153,8400
				V21800 8181 9514	1,6000
				V23232 8181 9A09 #	13,2100
				8181 9V03	49,954,7296
98.8000	6	30	INVENTORY		26,44928
603.0451	6	30	SUBTOTAL		77,782.8224
122.2128	6	30	PRICE ADJUSTMENT		-2,092.5666
1,900.7000	6	30	TOTAL		75,690.2558
44,9500					

This dollar value makes up the difference between the total receipts and the total expenditures for the accounting period

NAVSUP FORM 367

Figure 7-40

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “RATION STATEMENT” SECTION TO THE GENERAL MESS OPERATING STATEMENT

*** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) ***

DATE: 15JUL98 PAGE: 1

NAVSUP FORM 1358

GENERAL MESS OPERATING STATEMENT (7330)
 ACTIVITY (Name and Mailing Address)
 USS DUARTE (DDG 90)
 COMMANDING OFFICER
 USS DUARTE (DDG 90)
 FPO-AE 28882-1888

Days In Port 91 Facility Operated (No. of Days) 91 U.I.C. 21111

BALANCE SHEET		RATION STATEMENT	
RECEIPTS	VALUE	TYPE OF PERSONNEL	RATIONS ALLOWED
BALANCE BROUGHT FORWARD 1/	\$ 22,021	NAVY (Enlisted)	18,954
RECEIPTS WITH CHARGE 2/	53,571	TOTAL OTHER PERSONNEL	8,171
RECEIPTS WITHOUT CHARGE	98	TOTAL RATIONS	27,125
TOTAL	\$ 75,690		

COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT

TYPE	RATIONS	RATE	VALUE
BASIC ALLOWANCE	3/	8,916	\$ 5,000
99 OR LESS		2,725	0.81
100 TO 149		5,300	0.40
TOTAL			52,744

STORES CONSUMED (From 'EXPENDITURES')

TYPE	VALUE
STORES CONSUMED	\$ 49,954
SPECIAL MEALS	0
SURVEY & LOSS WITHOUT SURVEY	910
SALE OF BULK FOOD ITEMS 2/	381
TRANSFERS WITH REIMBURSEMENT	134
TOTAL	\$ 75,690

RECEIPTS 1/ WITH CHARGE 13,185

TYPE OF PERSONNEL AND CODE

TYPE OF PERSONNEL AND CODE	RATIONS FED
Navy Regular 1/	221
Other	
Rations sold for cash	311
Reserve	83
ROTC 2/	
Midshipmen 2/ (Naval Academy)	
Regular	2,217
Reserve	
Regular	271
Reserve	
National Guard 2/	
TAR 2/ OTHER 2/	
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	2,884
GRAND TOTAL 1/ (Codes 1 and 15)	3,105

NAVSUP FORMS 1357

RECEIPTS 1/ WITH CHARGE 16,969

TYPE OF PERSONNEL AND CODE

TYPE OF PERSONNEL AND CODE	RATIONS FED
Navy Regular 1/	23
Other	
Rations sold for cash	28
Reserve	7
ROTC 2/	
Midshipmen 2/ (Naval Academy)	
Regular	1,650
Reserve	
Regular	25
Reserve	
National Guard 2/	
Regular	
National Guard 2/	
Coast Guard 2/	
Foreign 2/	
TAR 2/ OTHER 2/	
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	2,554
GRAND TOTAL 1/ (Codes 1 and 15)	2,554

RECEIPTS 1/ WITH CHARGE 23,417

TYPE OF PERSONNEL AND CODE

TYPE OF PERSONNEL AND CODE	RATIONS FED
Navy Regular 1/	287
Other	
Rations sold for cash	337
Reserve	59
ROTC 2/	
Midshipmen 2/ (Naval Academy)	
Regular	2,255
Reserve	
Regular	315
Reserve	
National Guard 2/	
Regular	
National Guard 2/	
Coast Guard 2/	2
Foreign 2/	
TAR 2/ OTHER 2/	2
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	970
GRAND TOTAL 1/ (Codes 1 and 15)	3,257

This total allowed figure is obtained from the daily muster report from the personnel officer less other authorized personnel.

This total rations figure is extracted from the three monthly NAVSUP Form 1357's.

Figure 7-41

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE COMPUTATION ALLOWANCE/FINANCIAL SECTION (TOTAL ALLOWANCES) TO THE GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358)

F84800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330)

ACTIVITY (Name and Mailing Address)
USS DUARTE (DDG 90)
COMMANDING OFFICER
USS DUARTE (DDG 90)
FPO-AE 28882-1888

PERIOD
04/01/98 THRU 06/30/98

Days In Port
91

Facility Operated (No. of Days)
91

U.I.C.
21111

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET RECEIPTS		VALUE	TYPE OF PERSONNEL		RATION STATEMENT		RATIONS FED	
BALANCE BROUGHT FORWARD 1/		\$ 22,021	NAVY (Enlisted)			2/	745	
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL			2/	8,171	
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS			2/	8,916	
TOTAL		\$ 75,690						

This figure must equal the total rations fed column.

EXPENDITURES		VALUE	COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT				
			TYPE	RATION	RATE	VALUE	
STORES CONSUMED		\$ 49,954	BASIC ALLOWANCE	3/ 8,916	\$ 5.38	\$ 47,968	
SPECIAL MEALS		0	SPECIALLY ALLOWED / SUPPLEMENT	99 OR LESS	2,725	0.81	2,207
SURVEY & LOSS WITHOUT SURVEY		910		100 TO 149	5,349	0.40	2,140
SALE OF BULK FOOD ITEMS 2/		381		UNDER ISSUE BF			429
TRANSFERS WITH REIMBURSEMENT		134					
TRANSFERS WITHOUT REIMBURSEMENT		8					
BALANCE ON HAND		26,396	TOTAL ALLOWANCES				\$ 52,744
PRICE ADJUSTMENT		-2,093	STORES CONSUMED (From 'EXPENDITURES')				49,954
TOTAL		\$ 75,690	REVIEWED BY LEADING MS (SIGNATURE) J. G. Clinton MSC				UNDER ISSUE \$ 2,790

Notes:
1/ Balance on hand previous report.
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.
Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)
R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.
W. B. Ellis LTJG 5 July 98

CERTIFIED BY (Signature) (RANK AND TITLE) (DATE)

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

The basic allowance rate used must agree with the latest NAVSUPNOTE 7330.

Figure 7-42

PART D: SUBMITTING, RETAINING AND DISPOSITION OF FINANCIAL RETURNS AND SUPPORTING DOCUMENTS

SECTION I: SUBMITTING FINANCIAL RETURNS

7300 WHEN SUBMITTED

A General Mess Operating Statement (NAVSUP Form 1358) will be submitted to SUP 51 by the Food Service Officer as follows:

- a. within 10 days following the end of each regular accounting period
- b. when the return of one period is merged with a previous or following period, but not later than 10 days following the latter merged period.

For automated activities, the NAVSUP Form 1358 will be downloaded to diskette and transmitted via Streamlined Automated Logistics Transmission System (SALTS) within the same time frames. The NAVSUP Form 1358 will be printed in one copy only.

Fleet ballistic missile submarines will render the NAVSUP Form 1358 during a patrol regardless of fiscal quarter or fiscal year for each period the general mess is administered by each crew (blue) or (gold). An alphabetic suffix "B" or "G" will be added to the unit identification code to indicate blue or gold crew. For example, SSBN 598 will render subsistence returns under unit identification code 05106(B) or 05106(G), as applicable.

7301 RELIEF OF THE ACCOUNTABLE FOOD SERVICE OFFICER

Upon relief, an inventory will be taken by both the relieved and relieving officers, and stock records will be balanced but not closed out. The accounts receivable of the relieved officer will be transferred to the relieving officer. The relieving officer will receipt for the monetary value of the inventory and submit returns at the end of the regular quarterly accounting period. If the relieving officer is not satisfied that accountability is within prescribed limits of para. 7211-2, or when the Commanding Officer directs, the officer being relieved closes the records and submits returns for the period of his/her accountability, i.e., a fractional period of the regular quarterly accounting period. The relieving officer will then render a return for the remainder of the accounting period. This is the only situation when a fractional return is required upon the relief of an accountable Food Service Officer.

7302 DELAY, DELINQUENCY, AND UNDEPOSITED FUNDS

When returns cannot be submitted on or before the date they are required, a Naval message from the Commanding Officer, explaining the reason for the delay and anticipated date of submission will be forwarded to SUP 512 (with a copy to TYCOM) no later than the date that the return is required. NAVSUP does not authorize delayed submission via phone. An automated discrepancy letter (generated by the NFMIS program) is forwarded via SALTS to all ships/stations (with a copy to the TYCOM) who have submitted incorrect returns.

SSBNs and SSNs unable to submit returns in a timely manner due to operational requirements should transmit a Naval message to SUP 512/012 (info to TYCOM) with the receipt with charge figures prior to getting underway after stores load out is completed.

NAVSUP P-486 Volume I – Food Service Management

NAVSUP forwards a Naval message (with a copy to the TYCOM) to all ships/stations who have not deposited all funds collected during a fiscal year within 30 days of the close of the fiscal year. A follow-on Naval message to the TYCOM (with a copy to the ship/station) is forwarded if action has not been completed within 60 days of the close of the fiscal year. An additional follow-on Naval message to the TYCOM (with a copy to the CINC and ship/station) is forwarded if action has not been completed within 90 days of the close of the fiscal year.

7303 MERGED RETURNS

To reduce the administrative work involved with preparing returns, general mess returns for 31 days or less of one accounting period may be merged with the previous or following accounting period except at the end of the fiscal year. For example, a ship or activity being disestablished on 15 January may merge that period with the return rendered for 1 October through 31 December. Merged returns will be approved in writing by the Commanding Officer. SUP 51 will be notified as soon as possible. The letter of notification will include the reason(s) for the merged returns. No general mess returns will be merged between two fiscal years unless specifically authorized by SUP 51.

7304 FINAL RETURNS

When it is anticipated that a Navy General Mess will be permanently closed due to deactivation or decommissioning, a Naval Message or SALTS must be forwarded to SUP 51, via the TYCOM, to ensure that the next submission of the NAVSUP Form 1358 is recorded as the final return. The "Balance on Hand" entry on the NAVSUP Form 1358 will have a zero balance after all transfers have been completed. Transferred stock balances will be included in entries opposite the captions "Transfers with Reimbursement" or "Transfers without Reimbursement", as appropriate.

7305 TEMPORARY CLOSURE

When it is anticipated that a Navy General Mess will be temporarily closed for overhaul, remodeling, or renovation, a Naval message or SALTS must be forwarded to SUP 51, via the TYCOM, that advises the closure date, reason for closure, and expected reopening date. If the reopening date is delayed, advise SUP 51, via the TYCOM of the revised reopening date. This action ensures that activities receive the appropriate Special Food Allowance as listed in the NAVSUPNOTE 7330. The mess will continue to submit monthly reports and quarterly returns in the usual manner, reporting any receipts, expenditures or surveys.

7306 PROCEDURES FOR SUBMITTING CORRECTED NAVSUP FORM 1358

1. GENERAL. As a result of discovered errors or omissions, submission of a corrected General Mess Operating Statement will be necessary. Any errors in inventory values at the beginning or end of a quarter/patrol cycle will affect preceding/subsequent submittals.

2. PROCEDURES WHEN SUBMITTING A MANUAL CORRECTED REPORT

a. A complete, corrected NAVSUP Form 1358 will be prepared for each quarter/patrol cycle in which errors occurred or changes are required due to errors in a previous accounting period (Figure 7-4). If a letter has been received from SUP 51 citing errors/omissions, it should be stapled to the original corrected return along with any documentation/certification not previously submitted, and mailed to SUP 51. The remaining copy should be attached to documentation/certifications and filed with the retained returns.

NAVSUP P-486 Volume I – Food Service Management

b. All entries which reflect corrected figures, will be annotated with one asterisk (*) on the original and copy.

c. Two asterisks (**) will be placed next to figures on the original and copy for which supporting documentation/certification were not previously submitted, but are now included.

d. Each corrected NAVSUP Form 1358 will be annotated on the top with "CORRECTED RETURN NO. (insert no.)". The corrected return for the quarter/patrol cycle will be numbered consecutively.

e. The Food Service Officer will sign and insert the typed name, rank and current date after all sections of the NAVSUP Form 1358 have been completed and proper documentation attached to the original and copy.

3. PROCEDURES WHEN SUBMITTING AN AUTOMATED CORRECTED REPORT. Each time a change is made within the FSM that affects the 1358, you must print new documents that apply to that change. This will overwrite the ones for the quarter that are in the Automated Data Transfer Function of the FSM. This should be the one re-transmitted via SALTS for corrected copy. It is not necessary to indicate corrected copy.

NAVSUP P-486 Volume I – Food Service Management

SUBMITTING A MANUALLY CORRECTED GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358)

CORRECTED NAVSUP FORM 1358

FB4800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888

PERIOD 04/01/98 THRU 06/30/98 Days In Port 91 Facility Operated (No. of Days) 91 U.I.C. 21111

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET RECEIPTS		RATIONS STATEMENT	
VALUE		TYPE OF PERSONNEL	RATIONS ALLOWED
BALANCE BROUGHT FORWARD 1/	\$ 22,021	NAVY (Enlisted)	18,954
RECEIPTS WITH CHARGE 2/	53,571	TOTAL OTHER PERSONNEL	8,171
RECEIPTS WITHOUT CHARGE	98	TOTAL RATIONS	27,125
TOTAL	\$ 75,690		

EXPENDITURES		COMPUTATION OF ALLOWANCES/ FINANCIAL STATEMENT	
VALUE		TYPE	RATIONS
STORES CONSUMED	\$ 49,954	BASIC ALLOWANCE	3/ 8,916
SPECIAL MEALS	0	99 OR LESS	2,725
SURVEY & LOSS WITHOUT SURVEY	910	100 TO 149	5,349
SALE OF BULK FOOD ITEMS 2/	381	UNDER ISSUE BF	
TRANSFERS WITH REIMBURSEMENT	134		
TRANSFERS WITHOUT REIMBURSEMENT	* 499		
BALANCE ON HAND	25,905	TOTAL ALLOWANCES	\$ 52,744
PRICE ADJUSTMENT	* -2,093	STORES CONSUMED (From 'EXPENDITURES')	49,954
TOTAL	\$ 75,690	REVIEWED BY LEADING MS (SIGNATURE)	UNDER ISSUE \$ 2,790

Notes: 1/ Balance on hand previous report. 2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.' 3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column. Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.

CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE) W.B. Ellis LTJG 5 July 98

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

ORIGINAL NAVSUP FORM 1358

FB4800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888

PERIOD 04/01/98 THRU 06/30/98 Days In Port 91 Facility Operated (No. of Days) 91 U.I.C. 21111

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET RECEIPTS		RATIONS STATEMENT	
VALUE		TYPE OF PERSONNEL	RATIONS ALLOWED
BALANCE BROUGHT FORWARD 1/	\$ 22,021	NAVY (Enlisted)	18,954
RECEIPTS WITH CHARGE 2/	53,571	TOTAL OTHER PERSONNEL	8,171
RECEIPTS WITHOUT CHARGE	98	TOTAL RATIONS	27,125
TOTAL	\$ 75,690		

EXPENDITURES		COMPUTATION OF ALLOWANCES/ FINANCIAL STATEMENT	
VALUE		TYPE	RATIONS
STORES CONSUMED	\$ 49,954	BASIC ALLOWANCE	3/ 8,916
SPECIAL MEALS	0	99 OR LESS	2,725
SURVEY & LOSS WITHOUT SURVEY	910	100 TO 149	5,349
SALE OF BULK FOOD ITEMS 2/	381	UNDER ISSUE BF	
TRANSFERS WITH REIMBURSEMENT	134		
TRANSFERS WITHOUT REIMBURSEMENT	8		
BALANCE ON HAND	26,396	TOTAL ALLOWANCES	\$ 52,744
PRICE ADJUSTMENT	-2,093	STORES CONSUMED (From 'EXPENDITURES')	49,954
TOTAL	\$ 75,690	REVIEWED BY LEADING MS (SIGNATURE)	UNDER ISSUE \$ 2,790

Notes: 1/ Balance on hand previous report. 2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.' 3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column. Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.

CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE) W.B. Ellis LTJG 5 July 98

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Figure 7-43

SECTION II: SUBSTANTIATING FINANCIAL RETURNS

7310 SUBMISSION

For automated activities, no paperwork is forwarded to NAVSUP. The only reports required are the NAVSUP Form 1357, NAVSUP Form 1358, and Summary of Issues to the General Mess (NAVSUP Form 1059). These documents are downloaded to diskette in Automated Data Transfer module, and transmitted to NAVSUP via SALTS.

For manual activities the original of the General Mess Operating Statement (NAVSUP Form 1358), and the original Summary of Issues to the General Mess (NAVSUP Form 1059) will be submitted to the following address within the prescribed time frames listed in para 7300.

Commander, Naval Supply Systems Command
Support Services Directorate,
Food Service Division (SUP 51)
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

Section III: RETAINING FINANCIAL RETURNS AND SUPPORTING DOCUMENTS

7320 GENERAL

At a minimum, the Food Service Officer will retain four complete accounting periods (one year) worth of files, accounting records and substantiating documents described in paras. 7321 and 7322 for the purpose of future audits and inspections. Disposition of retained records, after one year, will be in accordance with Type Commander and Major Claimant instructions. Prior to disposing of records, contact the NAVSUP 51 Auditor.

7321 ORIGINALS RETAINED

Manual activities will retain the following original records and documents: (FSM activities are covered in Appendix A.)

- a. Subsistence Ledger (NAVSUP Form 335),
- b. Record of Receipts and Expenditures (NAVSUP Form 367),
- c. General Mess Control Record (NAVSUP Form 338),
- d. Food Item Report/Master Food Code List (NAVSUP Form 1059) and/or Food-Item Request/Issue Document (NAVSUP Form 1282) (issue documents supporting issues to the general mess),
- e. Food Item Report/Master Food Code List (NAVSUP Form 1059) and/or Food-Item Request/Issue Document (NAVSUP Form 1282) (issue documents supporting sales to private messes and issues for meals),
- f. Monthly Recapitulation of Meal Record (NAVSUP Form 1292),
- g. Ration and Sales Report (NAVSUP Form 1357),
- h. Food-Preparation Worksheet (NAVSUP Form 1090),
- i. Cash Meal Payment Book (DD Form 1544),
- j. Food Item Report/Master Food Code List (NAVSUP Form 1059) and/or Food-Item Request/Issue Document (NAVSUP Form 1282) Inventory Quantity Adjustment Sheet,
- k. Smooth Inventory Sheets, and
- l. Rough Inventory Sheets.

7322 COPIES RETAINED

Manual activities will retain copies of the following records and documents: (FSM activities are covered in Appendix A.)

- a. General Mess Operating Statement (NAVSUP Form 1358),
- b. NAVSUP Form 1059 (recapitulation of issues to the general mess),
- c. Each receipt document for the accounting period, stapled with an adding machine tape confirming the total,

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- d. Each expenditure document for the accounting period for which an original is not retained. All expenditure documents will be stapled with an adding machine tape confirming the total,
- e. Expenditure Log (NAVSUP Form 1334), and
- f. Financial Liability Investigation of Property Loss (DD Form 200).

SECTION IV: YEAR-END REPORT FOR RECEIPTS WITH CHARGE AND INVENTORY

7330 GENERAL

1. GENERAL. Immediately after the end of each fiscal year, SUP 51 must report the year's value of receipts with charge and the Navy total inventory value of food as of the end of the fiscal year.
2. REPORTING SCOPE. All general messes which conducted general mess operations during the fourth quarter of a fiscal year, including all patrol crews, e.g., Blue, Gold, etc., must submit report contents or negative reports if applicable.
3. REPORTING CONTENTS. All applicable general messes must report the following identifying and year-end data:
 - a. Unit Identification Code (UIC) and name of the general mess,
 - b. Actual dollar value of receipts with charge for:
 - (1) 1 September - 30 September
 - (2) 1 July - 30 September
 - c. Dollar value of general mess's food inventory as of 30 September.
4. REPORTING DEADLINE. Reports must be received at SUP 51 no later than 1200 hours Eastern Standard Time (EST) on the fourth calendar day after the end of the fiscal year, (i.e. , 4 October). Timely responses are critical to establish/justify prior fiscal year total values.
5. REPORTING METHOD. Applicable general messes must submit year end reports to the Food Service Division (SUP 51), Naval Supply Systems Command via one of the following methods:
 - a. Streamlined Alternative Logistics Transmission System (SALTS) addressed to Code VSS, Dept SALTS Operator,
 - b. Navy message addressed to SUP 51,
 - c. Facsimile (FAX) at DSN 430-1631, Commercial 717-605-1631, Attention SUP 51. Do not rely on FAX availability due to the large volume of responses.

Telephone reports will not be excepted unless conditions preclude these means of submission.

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APPENDIX A

FOOD SERVICE SYSTEM PROCEDURES (FSM)

SECTION I: FOOD SERVICE DIVISION (SUP51)

RECOMMENDED FSM SYSTEM ACCESS

The FSM System has a resident security program built into the database. The use of other security programs may damage or impede the operation, and restoration of the FSM database. The use of other security programs is not authorized. Below is a listing of the screens in the FSM Security Module. The Display Module (7) and the Print Module (8) have no security access needed, since any user allowed access to FSM has unlimited access to the Display and Print Modules.

SYSTEM DIRECTORY MODULES

1. FILE MANAGEMENT MODULE
2. INVENTORY MODULE
3. MENU PRODUCTION MODULE
4. ACCOUNTING MODULE
5. SECURITY MODULE
6. AUTOMATED DATA TRANSFER MODULE
9. UTILITY MODULE

FILE MANAGEMENT MODULE ACCESS

FOOD ITEMS

SHIP/ACTIVITY CONSTANTS INFORMATION

RATION CREDIT FORMULA

SPECIAL DAILY FOOD ALLOWANCE STATUS

HEADCOUNTS AND CASH SALES

SURCHARGES

SUPPLIERS

UNSATISFACTORY MATERIAL REPORTS

MAINTAIN DOD STUDENT MEAL PERCENTAGE SETTINGS

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INVENTORY MODULE ACCESS

REQUISITIONS/PURCHASES

RECEIPTS

EXPENDITURES

NAVSUP FORM 1336

RETURN OF PRIVATE MESS ISSUES

PHYSICAL INVENTORY

NAVSUP FORM 335

BILLING REPORT

CLOSE OUT

MENU PRODUCTION MODULE ACCESS

BREAKOUTS

RECIPES

MENUS

EDIBLE PORTION/AS PURCHASED WEIGHTS

ACCOUNTING MODULE ACCESS

GENERAL MESS CONTROL RECORD (NAVSUP 338)

RECAPITULATION OF MEAL RECORD (NAVSUP 1292)

REQUISITION LOG (NAVSUP 1336)

SPECIAL MEALS REPORT (NAVSUP 1340)

RATION AND SALES REPORT (NAVSUP 1357)

RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP 367)

EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP 1334)

GENERAL MESS OPERATING STATEMENT (NAVSUP 1358)

DEPOSITS

GENERAL MESS MEAL SALES (NAVSUP FORM 1046)

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SECURITY MODULE ACCESS

SYSTEM ACCESS

AUTOMATED DATA TRANSFER MODULE ACCESS

GENERATE AUTOMATED RETURNS DISKETTE

GENERATE SUPPLY ACTIVITY DISKETTE

GENERATE PRIME VENDOR ORDER DISKETTE

GENERATE INSITE TRANSACTION FILE

UTILITY MODULE ACCESS

USERS' REFERENCE GUIDE

BACKUP/RESTORE PROCEDURES

HARDWARE CONFIGURATION

VALIDATION MAINTANANCE

PROCESS NAVSUP DISKETTE

RECIPE/FOOD ITEM INTEGRITY

PROCESS PRIME VENDOR CATALOG DISKETTE

PRIME VENDOR MAINTENANCE

RATION CREDIT FORMULA MAINTAINANCE

MAINTAIN DOD STUDENT MEAL PERCENTAGES

RECOMMENDED FSM SYSTEM ACCESS RIGHTS

Supply Officer / Food Service Officer

The Food Service Officer or the Supply Officer where there is no FSO will have unrestricted access to all areas within the FSM System.

Leading Mess Management Specialist & General Mess Records Keeper

The Leading MS and General Mess Records Keeper should have unrestricted access to all areas within the FSM System with the exception of the System Access function inside of the Security Module and the Hardware Configuration function inside of the Utility Module.

Cash Collection Agent & Backup Records Keeper

The Cash Collection Agent should have access to the Deposits function inside of the Accounting Module only. The Backup Records Keeper or the Cash Collection Agent where they are the same people should have the same access rights as the General Mess Records Keeper listed above.

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NOTE: When the Cash Collection Agent and the backup Records Keeper are the same person Food Service Officers must monitor their records very closely due to the perceived conflict of interest.

General Mess Watch Captains, Jack of the Dust & all others

The Watch Captains, Jack of the Dust and all others should have very restricted access to the FSM System. To allow them into the Display Module and Print Module only the FSO must allow them to have a User ID and Password. Once the User ID and Password are established in the FSM system do not give them any other System Access Rights.

The Food Service Officer will prepare an instruction to food service personnel covering the operation of the FSM computer and security. Due to unique operating and manning conditions at some activities, FSO's should adjust the degree of access, using good judgment, while maintaining their accountability. Under no circumstances will the FSO give anyone access to the "Security Module" in FSM.

The FSO will record his/her system access ID and password on paper and place it in a sealed envelope in the Supply Officer's safe for emergency conditions. If the FSO and Supply Officer are one and the same, the envelope will be secured in the Executive Officer's safe. If in any case where the FSO's system access ID and password are not documented properly or forgotten contact the TYCOM, NFMT or SPAWARSYSCEN for access.

SPAWARSYSCENS ID and password must be deleted upon successful activation of the Food Service Officer's ID and password.

SECTION II: RETAINED HARD COPY RECORDS, ARCHIVING AND REQUIRED BACK-UPS FOR FSM USERS

GENERAL

1. Space and Warfare System Center developed the Food Service Management System (FSM) which was certified by Naval Supply Systems Command (NAVSUP) for use by Navy general messes. FSM automates all record keeping functions and produces most forms required by this publication. Accuracy of records is significantly increased and mathematical errors are virtually eliminated. FSM does not negate the need for the Food Service Officer (FSO) and Mess Management Specialist to understand the concepts behind food service records and procedures. Implementation of the system afloat is managed and coordinated by SPAWARSYSCEN, and ashore by NAVSUP (SUP 51) and Navy Food Management Teams.
2. FSM is the only software authorized for use by Navy general messes. Development, funding or procurement of any new food service automation system must first be approved by NAVSUP.

HARDCOPY RECORDS AND ARCHIVING

1. The following procedures will be followed for FSM record keeping activities to maintain as their accountability file. All procedures apply to afloat and ashore activities unless otherwise specified.
 - a. Pre-daily NAVSUP 1282's (Food-item Request/Issue Document) for the general mess may be discarded once the FSO ensures all data elements are correct and any discrepancies have been reconciled.
 - b. Post-daily NAVSUP 1282's (Food-item Request/Issue Document) require only the FSO's signature on the recapitulation sheet. Prior to signing, the FSO must verify that all required and authorized signatures appear on the pre-daily NAVSUP 1282's.
 - c. Post-daily NAVSUP 1282's (Food-item Request/Issue Document) will be retained for current and two previous quarters only. All others may be discarded.
 - d. TYCOM's have the authority to authorize deviations from a, b, and c above for the purpose of paper reduction using the procedures listed below.
 - (1) Once all data blocks on the Pre-daily NAVSUP 1282's have been completed, initialed and reviewed by the Leading Mess Management Specialist, the records keeper will post to the FSM computer.
 - (2) After posting the records keeper must generate the Post-daily 1282. **Do not print.** Print Breakout Document (1282) Recapitulation sheet and attach to the front of the Pre-daily 1282's.
 - (3) The FSO will verify the correct amounts were issued on the 1282 by displaying the Post-daily 1282 document on FSM. Once the FSO has verified the correct amounts were issued he/she will sign the Recapitulation sheet and retain the Pre-daily 1282 and Recapitulation sheet in the accountability file for the current and two previous quarters.

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e. Completed NAVSUP 1090's (Food Preparation Worksheet) will be retained for a minimum of six months. All others may be discarded.

f. The completed NAVSUP 1282's (Post-daily Food item Request/Issue Document) for issues to private messes will be approved by the FSO and filed with other accountable documents. After the FSO's review and reconciliation of the rough 1282's they will be returned to the private mess for disposition.

g. The NAVSUP Form 1334 (Expenditure Log Loss Without Survey) will be reviewed weekly by the FSO. Only one printout at the end of the quarter (accounting period for SSBN's) needs to be signed by the FSO. This must be retained for 1 year.

h. The NAVSUP Form 338 (General Mess Control Record) is required to be reviewed daily by the LMS and FSO (without logging on to FSM) and weekly (by logging on to the FSM program) by the FSO using his/her password. This must be printed and signed monthly and retained for 1 year.

i. The rough inventory may be discarded after all differences have been reconciled and the smooth inventory printed.

j. At the end of the month the NAVSUP 1357 will be extracted to diskette from screen F61000001 and sent to NAVSUP-51 via SALTS. At the end of the quarter the NAVSUP 1357, 1358 and 1059 Stores Consumed reports will be extracted from screen F61000001 and sent via SALTS to NAVSUP-51.

2. In order to ensure the financial accountability of the general mess, prior to quarter closeout all reports must be audited by the FSO and LMS. Originals of the following records will be signed and retained in the FSO's accountability file for 1 year. All other reports will be maintained in accordance with the paragraphs in this publication that apply.

- Expenditure Documents (DD 1348-1/1149) Transfers
- Sale of General Mess Meals (NS 1046)
- Monthly Recap of Meal Record (NS 1292) (Ashore)
- Financial Liability Investigation of Property Loss (DD 200)
- Report of Discrepancy (SF 364)(ROD)
- Unsatisfactory Material Report (Subsistence) (DD 1608) (UMR)
- Order for Supplies of Services/Request for Quotation (DD 1155) (Definite & Indefinite)
- Amendment of Solicitation/Modification of Contract (SF 30)
- Food Item Report (NS 1059/1282) Inventory QTY Adjustment
- Expenditure Log Loss Without Survey (NAVSUP Form 1334)
- General Mess Control Record (NAVSUP Form 338)
- 5% Difference of Total Expenditures Listing
- Smooth Inventory (NS 1059) (Physical)

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- Smooth Inventory (NS 1059) (Book)
- Issues to the General Mess (NS 1059) Stores Consumed
- Ration Sales Report (NS 1357)
- Record of Receipts and Expenditures (NS 367)
- General Mess Operating Statement (NS 1358)

3. To minimize the amount of hard copy paperwork retained, all other documents can be obtained from the quarterly SYSTEM back up, whenever needed. Procedures for all forms of back-ups are discussed in the following section.

BACK-UP PROCEDURES

1. NAVSUP requires that each activity be on the most current version of FSM and that daily and system back-ups are taken on 3.5" DS/HD floppy diskettes. Back-ups must be made at the following intervals:

- | | |
|-----------------|---|
| Daily: | Perform daily back up of FSM FILES directory (DAYBACK) within the FSM program. Seven sets of floppy diskettes will be maintained and rotated through a quarterly cycle. A minimum of 13 weeks of Friday back-ups will be maintained in the FSO's accountability file. |
| Wild Card: | A separate set of diskettes should be maintained as a WILDCARD set. This set of diskettes will be used to do unplanned back-ups of the FSM FILES directory utilizing the normal DAYBACK function within the FSM program. This type of back up will work as a safety precaution when data in putting has taken place, but the full days processing is not yet complete. |
| Inventory: | Perform DAYBACK of the FSM FILES directory prior to posting any inventory. Conduct an additional DAYBACK after posting is completed (both within the FSM program). |
| End of Quarter: | Two System backups of FSM and FSM FILES directories (SYSBACK) will be initiated during closeout processing within the FSM program. During closeout prior to applying NAVSUPNOTE 7330, a Dayback will be completed and it is suggested that after processing NAVSUPNOTE 7330 successfully that an additional Dayback be made. |
| FSM Updates: | A SYSBACK of FSM and FSM FILES directories will be performed before installing any update or change to the FSM software. In addition, a baseline SYSBACK will be performed immediately after software installation has been successfully completed. All updates, changes or revision software, including quarterly NAVSUPNOTE 7330 diskettes and system back-ups, (segregated by change) will be kept in the FSO's accountability file for a minimum of 1 year. |

2. Performing back-ups at specified intervals facilitates recovery of damaged files. The above guidelines are provided as a minimum requirement for adequate floppy disk back up. Having sufficient back-up media is required at all times with the FSM system. Use of tape back-up

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utilities are not authorized or supported by NAVSUP/SPAWARSSYSCEN because of their questionable reliability and Streamlined Automated Logistics Transmission System (SALTS) incompatibility when troubleshooting. Because of their distinct advantages, 3.5" floppy disk back-ups are the only authorized magnetic media for FSM data storage and retrieval.

3. One of the key elements in being able to correct FSM system malfunctions is ensuring that all back-up diskettes are properly labeled. This ensures quick identification of diskettes required to perform successful restoration of FSM data.

a. Daily Back-up: Taken Monday through Sunday at the end of the day. A backup should be done after each posted day of work is completed. I.e., on Monday the recordskeeper posts Saturday's paperwork. Once all of Saturday's paperwork is posted a DAYBACK using Saturday's diskettes should be done. These back-ups consist of the data files in the FSM FILES directory. This shall include daily back-ups that are automatically taken on Fridays and are retained in the FSO's accountability file for the current quarter. These back-ups should be labeled as follows:

FSM DAILY DATA BACK-UP

DAY _____(MON, TUES ETC.)

DATE _____

DISK NUMBER _____ OF _____

* VERSION _____

* Version of FSM. Example: 250-02.01.05

b. End of Quarter Back-up: At the end of the quarter two "SYSBACK's" will be initiated during closeout. The first will be for the FSO's accountability. This system back up will be labeled as follows:

FSM 250-02.01.05

Quarter Closeout System back up

_____ Quarter FY _____

Disk Number _____ of _____

I certify that the data contained in this
back-up set is accurate and a true statement of
the financial records of the (activity name)
general mess for the period of (beginning date)
to (ending date). (FSO signature)

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The second system back up will be for assist visits and inspections and will be labeled as follows:

FSM 250-02.01.05

Quarter Closeout System back up

_____ Quarter FY _____

LMA/NEY EVALUATION/NFMT ASSIST VISIT

Disk Number _____ of _____

Accountable back-ups of the FSM system will be maintained in the FSO's accountability file for one year.

c. Software Update back-ups:

A system back up must be done immediately after fully implementing FSM and when SPAWARSYSCEN, NAVSUP, or their representatives distribute updates to the existing FSM system. The disks should be labeled as follows:

FSM SYSTEM BACK-UP

DATE _____

VERSION _____

DISK NUMBER _____ OF _____

NOTE: After implementation, update and revisions have been successfully applied a message will be sent to SPAWARSYSCEN. This will ensure that the activity remains on the distribution list for future updates and revisions.

4. Miscellaneous Requirements

a. Activities will maintain at a minimum 75 megabytes of hard disk space for sole use of the FSM system.

b. It is mandatory for afloat activities to maintain at least one replacement 3.5" floppy disk drive on board. General messes utilizing laptop computers will maintain at least one external 3.5" floppy diskette drive as back up to the internal floppy drive. This will greatly reduce the probability of lost data or back-up capability due to hardware failure.

c. Tampering, changing, or modifying files contained in the FSM software is prohibited.

d. Once the FSM system is fully implemented, manual records are not required to be maintained.

e. It is mandatory that a current hard copy of the users manual be printed after software revisions are implemented through the Utility Module (option 9 from the system directory) and maintained by the recordskeeper for FSM system reference.

SECTION III: AFLOAT FSM OPERATING PROCEDURES WITH SUBSISTENCE PRIME VENDOR

STEP#1

Configuration of FSM for Subsistence Prime Vendor

1. When initially configuring or changing the current information within the Food Service Management (FSM) Program for Prime Vendor (PV), the following procedures must be followed.

- From screen F00000001 (System Directory), select option (9) (Utility Module).
- Select option (C) (Prime Vendor Maintenance)
- Select option (1) (Contract Maintenance)
- Press the F6 key and select the type of Prime Vendor interface that is utilized by your activity (SPVI+ or STORES). Press the <Enter> key.
- To add a new Prime Vendor contract, press the “F3” key, then enter the following information for the related subjects:
 - **RI:** Enter the routing identifier associated with the FISC location or the ashore activities Prime Vendor contract.
 - **Contract Number:** Enter the appropriate contract number. Only catalogs for which the Prime Vendor contract number has been recorded may be uploaded.
 - **Prime Vendor Name:** Enter the name of the Prime Vendor for the contract being added/modified. Press the “F1” key to update the FSM database, then press the “F7” key to exit.

2. Select option (2) from Screen F9C0000001 (Prime Vendor Maintenance Module).

3. **Mark-up Rate:** Enter the current FY markup rate in decimal format (I.E. 6% is .0600). Press the “F1” key, and then the “F7” key twice.

4. At screen F900000001 (Utility Module) place a 3 ½ inch floppy diskette with the Prime Vendor catalog into drive “A” or “B” and select option “B” (Process Prime Vendor Catalog). (The catalog may be obtained from SALTS or the FISC for Afloat activities, and from the SPVI/STORES for ashore activities)

5. Once the catalog is uploaded, you will be prompted with the option to print. Select “Y” or “N” and press enter.

NOTE: If the catalog is not printed at this time, it may be printed or displayed from screens F82000001 (Print Inventory) or F72000001 (Display Inventory). (option 11)

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6. FSM/Prime Vendor configuration is complete. Proceed to STEP#2 creating a Prime Vendor order.

STEP#2

Creating an FSM/Prime Vendor Order

1. From the FSM system directory select option (2) Inventory Module and press the <Enter> key. Next proceed using the following steps:

- Next select option (1) Requisition/ Purchases. Press the <Enter> key.
- Select option (1) Requisitions. Press the <Enter> key.
- Select option (1) Rough. Press the <Enter> key.
- Select option (3) Create Requisitions. Press the <Enter> key.

2. At screen F21113001, enter the following information:

NOTE: A red warning may be displayed "Prime Vendor Catalog is more than 7 Days Old". This means that the catalog that was uploaded is more that 7 days old, and the prices contained within this catalog may have changed. If feasible obtain an updated catalog and reinstall in FSM, then follow the remaining steps.

- **Date-** Date of requisition (Usually the date you are placing the order). (I.E. Month/Day/Year)
- **Supply Source-** Enter the appropriate code (5=Prime Vendor). If this option is not available, ensure that the Prime Vendor Catalog has been uploaded into FSM.
- **Name of DOD Supply Source-** This will be loaded with the Prime Vendor source.
- **Food Code Category-** Enter the proper code pertaining to the type of food you wish to requisition.
- **Fund Code-** Enter Fund code to be charged. (i.e. PZ,VX,VW)
- **First FIC to be Requisitioned-** If you wish to select an item from the catalog then press the F6 key. This will display an options menu for looking up an item. If "Order by Nomenclature" is selected enter nomenclature (i.e. Chicken), then press <Enter>. This will display any item having chicken in it. The same process will occur if utilizing the "Order by Stock Number Option. After finding the item you wish to order highlight it by using the up and down keys.

After selection has been made, press the <Enter> key and then the <PGDN> key.

- **Document Identifier-** This remains the same (AOA). Press the <Enter> key.
- **Media and Status Code-** This remains the same (S). Press the <Enter> key.
- **Demand Code-** This remains the same (R). Press the <Enter> key.
- **Signal Code-** Ensure that the letter "B" is entered here.
- **Supplemental Address-** Enter the NAVSUP address, which is currently N32199.

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- **Distribution Code-** This remains the same (9M). Press the <Enter> key.
- **Project Code-** This remains the same (EP5). Press the <Enter> key.
- **Priority-** This remains the same (08). Press the <Enter> key.
- **Required Delivery Date-** The date entered here must be at least 48 hours from the date of requisition. Any requisitions less than 48 hours should be avoided since this would be considered an emergency requisition.
- **Advice Code-** Enter (2J) which is "Fill or "Kill".

3. Press <PGDN> key.

4. When entering the next screen you will notice that the first FIC that you selected in step 2 is present. Enter the quantity requested, and press the <Enter> key.

5. Press the "F3" key to add another FIC (If FIC is unknown, press the "F6" key and order via Nomenclature or NSN). Enter the quantity requested, and repeat this process until all items have been entered.

6. When creating the rough requisition, do not exit until the requisition is complete, then select the "F2" key and press "F1" key to create the requisition.

7. Forward rough requisition to the FSO for approval.

8. Once the rough requisition is created, quantities or additions may be done by utilizing option (4) from the Rough Requisition module (Screen F21110001).

**** NOTE **** If any modifications are made ensure data on screen F21114002 is correct.

9. Once the requisition is approved by the FSO, smooth the requisition. From screen F21100001 (Requisitions) select option "4" (Smooth) and then option "1" (Approve Requisitions).

10. From screen F21141001 (Approve Requisitions), highlight the requisition that you would like to approve by using the up and down arrow keys, and press the <Enter> key. This process will move the requisition to the bottom portion of the screen (Selected). Press the "F1" key to approve the requisition.

11. Once the requisition is approved a prompt will appear for the option to print select "Yes" and the number of copies you wish to have.

12. Press the "S" or "ESC" key to return to the System Directory.

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STEP#3

Downloading Prime Vendor Order from FSM to Diskette

1. After the requisition has been approved by the FSO, it is then time to download the information to diskette. The following procedures are provided:
 - From the system directory screen F00000001, select option (6) (Automated Data Transfer), and press the <Enter> key.
 - Select option (3) (Generate Prime Vendor Order Diskette).
 - In screen F63000001 select the requisition you would like to approve. This is accomplished by highlighting the requisition (Ensuring it is a Prime Vendor Requisition) using the up and down arrow keys and pressing enter, the requisition that you select will be moved to the right side of the screen (Selected).
 - Insert a clean formatted diskette into the “A” or “B” drive to which the 3½-inch drive is resident.
 - Press the “F1” key, this will download a file to the diskette. After completion of download a screen will show you the file name (i.e. 60191705.21P) the 60191 represents the UIC, 705.2 represents the Julian date, 1 represents the 1st time this order has been downloaded and the P represents a purchase.
2. The order is now ready to be sent via SALTS to the local FISC for ordering through the SPVI/STORES computer.

STEP#4

Receiving the Automated Prime Vendor Receipt

1. From screen F00000001, select option (2) (Inventory Module), and press the <Enter> key.
2. From screen F20000001, select option (2) (Receipts), press the <Enter> key.
3. From screen F22000001, select option (1) (Regular Receipts), press the <Enter> key.
4. Place the diskette with the prime vendor receipt file in drive “A” or “B” depending on which one is the 3½-inch drive. (This file will be sent to afloat activities via SALTS or may be obtained from the local FISC). This file should contain the same format as the example used above in Step#3, with the exception of the alphanumeric figure being “R” instead of “P” (i.e. 60191705.21R) which identifies it as a receipt.
5. Once diskette is ready, from screen F22100001 (Regular Receipts), select option (3) (Process SPVI Receipt Diskette).
6. Once FSM has completed its processing, the program will ask if you wish to print? Select “Yes” and the number of copies you request (2 each). This printout will obtain the information that was posted to the FSM system.
7. After posting is completed, verify that receipt quantities were correctly posted in FSM.

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8. Save the FSM generated receipt with the truck driver's invoice and the receipt that is in the print receipt function in FSM screen F82212001.

Ensure that all quantities have been posted. (If any items were NIS, these items must be posted manually to remove any items from your outstanding requisition file).

9. Verify NAVSUP 335's is correct (i.e. last receipt prices, quantity, dates, etc.).

NOTE: There will be a difference in the extended price between SPVI/STORES and FSM. This is due to the SPVI/STORES extended computation going out 2 decimals vice 4 decimals like the FSM system.

SECTION IV: ASHORE FSM OPERATING PROCEDURES WITH SUBSISTENCE PRIME VENDOR

STEP#1

CREATE ORDER IN FSM

For configuring FSM for Prime Vendor refer to STEP #1 of Afloat procedures.

1. From the FSM system directory select option (2) Inventory Module and press the "Enter" key. Proceed using the following steps:

- Select option (1) Requisition/ Purchases.

Press the "Enter" key.

- Select option (1) Requisitions

Press the "Enter" key.

- Select option (1) Rough

Press the "Enter" key.

- Select option (3) Create Requisitions

Press the "Enter" key.

2. At screen F21113001, Enter the following information:

NOTE: A red warning may be displayed "Prime Vendor Catalog is more than 7 Days Old". This means that the catalog that was uploaded is more that 7 days old, and the prices contained within this catalog may have changed. If feasible obtain an updated catalog and reinstall in FSM, then follow the remaining steps.

- **Date-** Date of requisition (Usually the date you are placing the order). (I.E. Month/Day/Year)
- **Supply Source-** Enter the appropriate code (5=Prime Vendor). If this option is not available, ensure that the Prime Vendor Catalog has been uploaded into FSM.
- **Name of DOD Supply Source-** This will be loaded with the Prime Vendor source.
- **Food Code Category-** Enter the proper code pertaining to the type of food you wish to requisition.
- **Fund Code-** Enter Fund Code to be charged. (ie. PZ, VX, VW).
- **First FIC to be Requisitioned-** If you wish to select an item from the catalog then press the F6 key. This will display an options menu for looking up an item. If "Order by Nomenclature" is selected enter nomenclature (i.e. Chicken) then press enter this will display any item having chicken in it. The same process will occur if utilizing the "Order by Stock Number Option. After finding the item you wish to order highlight it by using the up and down keys.

After selection has been made, press the "Enter" key and then the PGDN key.

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- **Document Identifier**- This remains the same (AOA). Press the Enter key.
- **Media and Status Code**- This remains the same (S). Press the Enter key.
- **Demand Code**- This remains the same (R). Press the Enter key.
- **Signal Code**- Ensure that the letter "B" is entered here.
- **Supplemental Address**- Enter the NAVSUP address, which is currently N32199.
- **Distribution Code**- This remains the same (9M). Press the Enter key.
- **Project Code**- This remains the same (EP5). Press the Enter key.
- **Priority**- This remains the same (08). Press the Enter key.
- **Required Delivery Date**- The date entered here must be at least 48 hours from the date of requisition. Any requisitions less than 48 hours should be avoided since most items may not be able to be obtained, and this would be considered an emergency requisition.
- **Advice Code**- Enter (2J) which is "Fill or "Kill".

3. Press PGDN key.

4. When entering the next screen you will notice that the first FIC that you selected in step 2 is present. Enter the quantity requested, and press the "Enter" key.

5. Press the "F3" key to add another FIC (If FIC is unknown, press the "F6" key and order via Nomenclature or NSN). Enter the quantity requested, and repeat this process until all items have been entered.

6. When creating the rough requisition, do not exit until the requisition is complete, then select the "F2" key and press "F1" key to create the requisition.

7. Forward rough requisition to the FSO for approval.

8. Once the rough requisition is created, quantities or additions may be done by utilizing option (4) from the Rough Requisition module (Screen F21110001).

**** NOTE **** If any modifications are made ensure data on screen F21114002 is correct.

9. Once the requisition is approved by the FSO, smooth the requisition. From screen F21100001 (Requisitions) select option "4" (Smooth) and then option "1" (Approve Requisitions).

10. From screen F21141001 (Approve Requisitions), by using the up and down arrow keys, highlight the requisition that you would like to approve and press the "Enter" key. This process will move the requisition to the bottom portion of the screen (Selected). Press the "F1" key to approve the requisition.

11. Once the requisition is approved a prompt will appear for the option to print select "Yes" and the number of copies you wish to have.

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12. Press the "S" or "ESC" key to return to the System Directory.

STEP#2

DOWNLOADING PRIME VENDOR ORDER FROM FSM TO DISKETTE

1. After the requisition has been approved by the FSO, it is then time to download the information to diskette. The following procedures are provided:

- From the system directory screen F00000001, select option (6) (Automated Data Transfer), and press the "Enter" key.
- Select option (3) (Generate Prime Vendor Order Diskette).
- In screen F63000001 select the requisition in which you would like to approve. This is accomplished by highlighting the requisition (Ensuring it is a Prime Vendor Requisition) using the up and down arrow keys and pressing enter, the requisition that you select will be moved to the right side of the screen (Selected).
- Insert a clean formatted diskette into the "A" or "B" drive to which the 3-½ inch drive is resident.
- Press the "F1" key, this will download a file to the diskette. After completion of download a screen will show you the file name (i.e. 60191705.21P) the 60191 represents the UIC, 705.2 represents the Julian date, 1 represents the 1st time this order has been downloaded and the P represents a purchase.

2. The order is now ready to be ordered through the SPVI/STORES computer.

STEP#3

SUBMIT ORDERS TO SPVI/STORES

1. Now go to SPVI/STORES.
2. Turn on CPU.
3. Turn on Monitor and verify time and date. Put disc into "A/B" drive.
4. For SPVI operators escape out to DOS. At DOS enter (FSMIF) then <ENTER> you are now at FSM Import, Export processing. This will convert Order file into SPVI. Press <ENTER> you are at C:\SPVI> Type in SPVI Press <ENTER>. STORES operators will do this from the Import order function inside of STORES.
5. Verify time and date, Press <ENTER> twice at CAF-Customer Access Facility-Press <ENTER>.
6. At ACCEPT ORDER FILE-Press <ENTER>. This will bring you to ACCEPT PURCHASE ORDER FILE. Arrow down through ACCEPT PURCHASE ORDER FILE-Press <ENTER>. You are now at Update Purchase Order File(Processing status) Press <ENTER>.
7. Automatic to ORDERS FILE-take out diskette.
8. Arrow over to print then down to print orders Press <ENTER> Enter DODAC N60191 will come down to PURCHASE ORDER NUMBER BLOCK leave blank -arrow down to next block (order date) enter the order date. Leave block for RDD blank, arrow down to enter status of

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order or all- space bar to all and enter three times. Printer will print, make 2 copies,(one JOD, one Records keeper).

****NOTE **** Verify order quantities are correct. If not go to Enter and Maintain Orders and adjust accordingly.

9. Arrow Back to ORDERS-and arrow down to RELEASE ORDERS. Press <ENTER>,twice and orders will be released. Press <ENTER>.

10. Arrow over to EXIT-Press <ENTER>.

11. Press S to send orders. Sending process will begin.

12. After orders have been sent-Press <any key> to continue. Press any key to return Automatically to CAF. Arrow over to STX MAINTENANCE Press -<ENTER>.

13. Select option #5-Press <ENTER>.

14. Page down until you see the date and time you sent the order. Verify it by the NNNT on the right side of screen (NNNT means good functional acknowledgment).

15. Escape twice-exit STX? Press y for yes, escape to exit to DOS and turn off screen and then CPU.

16. Call vendor 45 minutes after sending transmission and verify that order has been received.

STEP#4

AFTER RECEIPT OF DELIVERY

1. GO TO SPVI/STORES TERMINAL

2. Turn on CPU & Monitor

3. Verify time and date <Enter> twice.

4. CAF will come up Press <ENTER>.

5. Arrow over to Receipts then arrow down to change and review receipts; Press <ENTER>.

6. Arrow over to FWD Press <ENTER> until you reach the required delivery date of purchase order and when you hear a beep.

7. Arrow to edit Press <ENTER> you will be in the Receipt Maintenance.

8. Press <ENTER> for QTY Received on each line item: Press <ENTER> for each line item.

9. Check marks reflect QTY changed.

10. Press <ESC> then arrow to exit. Press <ENTER> arrow to exit Press Enter.

11. Arrow over to print; arrow down to Receipts; Press <ENTER>.

12. At SPECIFY Report Destination screen first line enter your DODAC ex.(N60191) arrow down to enter purchase order number and(leave blank). Arrow down to enter order date. Change order date to date of order. It will automatically go down to enter RDD (leave

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blank). Arrow down to enter status of Receipt. Push space bar to All Press <ENTER> three times. The SPVI/STORES will print one copy of the receipt report.

13. Make 2 copies of Receipt Report (one JOD, one Records keeper) and verify quantities.
14. Now arrow Back to Receipts then arrow down to release receipts for sending to DSCP. Press <ENTER>.
15. Once you are in Release Receipts file Press <ENTER> verify # of records processed (line items). Then Press <ENTER> again.
16. Arrow over to exit Press <ENTER> then push letter "S" to send. Once complete SPVI/STORES will automatically go back to CAF Press <any key>. Screen will note receipts have been sent. Press a key to return.
17. To verify order was sent to DSCP: arrow over to STX maintenance Press <ENTER> select # 5: Press <ENTER>: page down to transmission date (date of order) and time. ACK NNNT means good transmission. If transmission date does not show wait 45 min and call DSCP SPVI help deck 1-888-755-4756 and verify the Receipt was as received.
18. Press <ESC> twice exit STX? Press <y>. This will bring you back to STX maintenance. Press <ESC> to exit. You are now at DOS. Insert disk in "A/B" Drive. For SPVI operators type FSMIF space -e Press <ENTER>. For STORES operators this will be done from the Export Receipt function inside of the STORES system.
19. Verify DODAC ex.(N60191). Press <ENTER>.
20. Screen will come to enter date 2 push <ENTER>.
21. Look for receipt dates on or after will appear on the screen. Enter the receipt date of order. Press <ENTER>.
22. Select the Receipt Date you wish to process will appear on the screen. Verify receipt date and items received. Press <ENTER>. FSM Import/Export processing will appear on screen. Verify receipt file and writing record Example (A:\60191705.71R created), 60191 = UIC, 705.7 = Julian date of receipt, 1 = first time receipt was extracted and R = receipt file. Press <ENTER>.
23. You are now at C:\SPVI>. To verify information was transferred to diskette.
24. Type A/B: Press <ENTER> type DIR Press <ENTER> verify receipt file is on "A/B" drive. Then type C: Press <ENTER> you are now at C:\SPVI>.
25. Take Diskette out of SPVI/?STORES "A/B" drive.
26. "GO TO FSM TERMINAL" , insert diskette in "A/B" drive, go to screen F22130001, Press <ENTER>. Do you wish to Print ? Yes # of copies ? (2 Each)
27. Now verify Receipt QTY'S are posted correctly in FSM.
28. Save the FSM generated receipt with the truck driver's invoice and the receipt that is in the print receipt function in FSM screen F82212001.

Ensure that all quantities have been posted. (If any items were NIS, these items must be posted manually to remove any items from your outstanding requisition file.)

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29. Verify NAVSUP 335's is correct (i.e. last receipt prices, quantity, dates etc).

NOTE: There will be a difference in the extended price between SPVI/STORES and FSM. This is due to the SPVI/STORES extended computation going out 2 decimals vice 4 decimals like the FSM system.

STEP #5

FIRST THING EVERY MONDAY MORNING EXTRACT CATALOG TO DISK

1. Turn on the CPU and screen.
2. Verify time and date. Press <ENTER> twice, you will be at the SPVI/STORES main menu (CAF).
3. Arrow over to send and receive and then down to receive and apply catalog update. Press <ENTER>. SPVI/STORES will call and receive updates.
4. Verify on the screen, after receiving updates if the catalog was received. Press a key to continue. Press <ENTER>.
5. Arrow over to the (CAF). Press <ENTER>.
6. Arrow over to print, then down to print catalog updates. Press <ENTER>.
7. You will be in (Specify report destination). Press <ENTER> twice. Printer will print report.
8. Insert diskette into "A/B" drive
9. Arrow over to catalog then down to extract catalog to file. Press <ENTER>.
10. Arrow down to catalog extract file location. Type "A:/B:" and delete the rest in space-arrow down one more time then press <ENTER>.
11. Processing Status (catalog extract file is complete) total records will show up. Press <ENTER> to continue you will come back out to (CAF) main menu.
12. Press <ESCAPE> to exit out to DOS.
13. 13.To verify that the catalog extract file is on the diskette Type "A:/B:" and press <ENTER>. Now type DIR then press <ENTER>. It will bring up catalog.txt showing 1 file on the diskette. Type C: press <ENTER>. You are now at C:\> SPVI or STORES.
14. Take out disk.
15. Type in SPVI or STORES, press <ENTER>.
16. You will come back out to verify time and date screen. Press <ENTER> twice, then press <ESCAPE> you will be out at DOS prompt. Turn off monitor then CPU.
17. Now go to the FSM computer and log on. Insert diskette
18. into the A or B drive whichever is applicable.
19. Press <9> Utility Module.
20. Press Process Prime Vendor Catalog.

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21. Once catalog is uploaded, you will be prompted with the option to print. Select "Y" or "N" and press enter.

NOTE: If catalog is not printed at this time, catalog may be printed or displayed from screens F82000001 (Print Inventory) or F72000001 (Display Inventory). (option 11)

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APPENDIX B

LETTERS OF AUTHORITY/APPOINTMENT

This appendix contains samples of the various letters of authority and appointment referred to in chapters 1 - 7. Electronic copies of the files can be created by cutting and pasting from the NLL version of P 486, or by contacting your servicing Navy Food Management Team.

The following is a list of the letters in the succeeding pages:

1. Appointment As Accountable Food Service Officer
2. Appointment As General Mess Cash Collection Agent Or Authorized Funds Custodian
3. Appointment As Food Service Recordskeeper
4. Appointment As Receipt Inspector For Subsistence Items In The Absence Of The Food Service Officer
5. Appointment As Cashier To Receive Payment For Meals Sold From The General Mess
6. Appointment Of Control Officer For The Handling And Security Of The Cash Meal Payment Book (DD Form 1544)
7. Appointment As Bulk Storeroom Custodian
8. Appointment For Supervising The Signing Of The Meal Signature Record (NAVSUP Form 1291)
9. Authorization For The Advancement Of A Change Fund For The General Mess
10. Custodial Authorization To Hold Group II Duplicate Master Key
11. Authority For The Cash Sale Of Meals From The General Mess
12. Authority For The Sale Of Meals From The General Mess On A Credit Basis (NAVSUP 1046)
13. Authority For The Sale Of Food Items To Afloat Private Messes
14. Authority For The Sale Of Food Items To Activities Other Than Afloat Private Messes
15. Authority To Requisition And Receipt For Subsistence Items From The General Mess To The Wardroom Mess
16. Authority To Maintain The NAVSUP Form 1046 (Wardroom Officer/Mess Treasurer's Letter Authorizing MS's to Maintain the NAVSUP Form 1046)

NAVSUP P486 Volume I Food Service Management

(Letterhead)

4061
Ser
(date)

From: *Commanding Officer, USS NEVERSAIL*

To: *Supply Officer, Name, Rank, Service, SSN#*

Subj: **APPOINTMENT AS ACCOUNTABLE FOOD SERVICE OFFICER**

Ref: (a) NAVSUP P-486, Vol I, paras 1103, 1113.2a

1. In accordance with reference (a), you are hereby appointed as the Accountable Food Service Officer.
2. You are charged with the responsibility to supervise the food service division and are responsible for ensuring that its organization and operation follow applicable portions of Navy Regulations, General Orders, Naval Supply Systems Command, Support Services Directorate, Food Service Division (SUP 51), Fleet, Force, Type, and station commander directives.

(signed)
Commanding Officer

FIRST ENDORSEMENT

(date)

From: *Food Service Officer, Name, Rank, SSN#*

To: *Commanding Officer, USS Neversail*

1. Appointment as Accountable Food Service Officer. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,
(signed)
Food Service Officer

Copy to:
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

(date)

From: *Food Service Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT AS GENERAL MESS CASH COLLECTION AGENT OR
AUTHORIZED FUNDS CUSTODIAN**

Ref: (a) NAVSUP P-486, Vol I, paras 2202.2d, 1113.4c

(b) NAVCOMPTMAN, Vol 5, para 030404

1. In accordance with reference (a), you are hereby appointed to the position of Cash Collection Agent/Authorized Funds Custodian for the General Mess.

2. In this position of trust, you are required to account for all public moneys received, collected or otherwise placed in your possession and custody by producing evidence of transfer.

3. You are charged with the responsibility to become familiar with and comply with the procedures contained in reference (a) and (b).

a. You may be advanced \$_____ (minimum amount necessary) from the Disbursing Officer and at that time will sign a NAVCOMPT Form 2114 acknowledging receipt.

b. You will be assigned a three-tumbler combination safe and you will keep all public funds and supporting documents in that safe.

c. Except for weekends and holidays, you will transfer moneys received daily to the Disbursing Officer.

d. You will maintain a NAVSUP Form 470 recording all transfers of funds.

e. You will immediately notify the Food Service Officer if you have a shortage or overage in your accountability.

(signed)

Food Service Officer

FIRST ENDORSEMENT

(date)

From: *Name, rate, service, SSN#*

To: *Food Service Officer, USS NEVERSAIL*

1. Appointment as Collection Agent/Authorized Funds Custodian is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment. I agree to hold myself accountable to the United States Government for all public funds received.

Very respectfully,

Copy to:

Supply Officer

Disbursing Officer

File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

(date)

From: *Food Service Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT AS FOOD SERVICE RECORDSKEEPER**

Ref: (a) NAVSUP P-486, Vol I, paras 1107.2, 1113.4f

1. In accordance with reference (a), you are hereby appointed to the position of Recordskeeper.
2. You are charged with the responsibility to become familiar with and comply with the procedures contained in reference (a).

(signed)

Food Service Officer

FIRST ENDORSEMENT

(date)

From: *Name, rate, service, SSN#*

To: *Food Service Officer, USS NEVERSAIL*

1. Appointment as Food Service Recordskeeper is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,

Copy to:
Supply Officer
Disbursing Officer
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

(date)

From: *Food Service Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT AS RECEIPT INSPECTOR FOR SUBSISTENCE ITEMS IN THE
ABSENCE OF THE FOOD SERVICE OFFICER**

Ref: (a) NAVSUP P-486, Vol I, paras 5203, 1113.2b

1. In accordance with reference (a), you are hereby appointed as Receipt Inspector for subsistence items.
2. You will inspect to ascertain the exact quantity and quality of food items received and will sign the required documents to acknowledge the receipt.

(signed)

Food Service Officer

FIRST ENDORSEMENT

(date)

From: *MSC Fred M. Spent, USN, 123-45-6789*

To: *Food Service Officer*

1. Appointment as Receipt Inspector for subsistence items is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,

F. M. SPENT

Copy to:
Supply Officer
Food Service Officer
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

(date)

From: *Food Service Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT AS CASHIER TO RECEIVE PAYMENT FOR MEALS SOLD FROM THE GENERAL MESS**

Ref: (a) NAVSUP P-486, Vol I, paras 2201.1, 1113.4d

1. In accordance with reference (a), you are hereby appointed to the position of Cashier to receive payment for meals sold in the General Mess.
2. In this position of trust, you are required to account for all public moneys received, collected or otherwise placed in your possession and custody by producing evidence of transfer.
3. You are charged with the responsibility to become familiar with and comply with the procedures contained in reference (a). In addition, the following procedures are mandatory:
 - a. You will receive cash payment for all meals sold.
 - b. You will provide a cash register receipt to all personnel paying cash.
 - c. You may be advanced \$ _____ (minimum amount necessary) from the General Mess Collection Agent and at that time will sign a NAVCOMPT Form 2114 acknowledging receipt.
 - d. You will be assigned a three-tumbler combination safe and you will keep all public funds and supporting documents in that safe.
 - e. Except for weekends and holidays, you will transfer moneys received daily to the General Mess Collection Agent.
 - f. You will immediately notify the Food Service Officer if you have a shortage or overage in your accountability.

(signed)

Food Service Officer

FIRST ENDORSEMENT

(date)

From: *Name, rate, service, SSN#*

To: *Food Service Officer, USS NEVERSAIL*

1. Appointment as Cashier is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment. I agree to hold myself accountable to the United States Government for all public funds received.

Very respectfully,

Copy to:

Supply Officer

Disbursing Officer

File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

4061
Ser
(date)

From: *Commanding Officer, USS NEVERSAIL*
To: *Food Service Officer, Name, Rank SSN#*

Subj: **APPOINTMENT OF CONTROL OFFICER FOR THE HANDLING AND SECURITY OF
THE CASH MEAL PAYMENT BOOK (DD FORM 1544)**

Ref: (a) NAVSUP P-486, Vol I, paras 2201.1b(2), 1113.4a

1. In accordance with references (a) and (b), you are hereby appointed as Control Officer for the handling and security of the Cash Meal Payment Book (DD Form 1544).
2. You will conduct a review of the Cash Meal Payment Book at least weekly and will ensure that an audit is made when cash is collected.

(signed)
Commanding Officer

FIRST ENDORSEMENT

(date)

From: *Food Service Officer, Name, Rank, SSN#*
To: *Commanding Officer, USS NEVERSAIL*

1. Appointment as Control Officer for the handling and security of the Cash Meal Payment Book (DD Form 1544) is accepted. I have familiarized myself with the provisions of reference (b) concerning this appointment.

Very respectfully,
(signed)
Food Service Officer

Copy to:
Supply Officer
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

(date)

From: *Food Service Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT AS BULK STOREROOM CUSTODIAN**

Ref: (a) NAVSUP P-486, Vol I, paras 1107.3, 1113.4e, 1200

1. In accordance with reference (a), you are hereby appointed to the position of Bulk Storeroom Custodian.
2. You are charged with the responsibility to become familiar with and comply with the procedures contained in reference (a).

(signed)

Food Service Officer

FIRST ENDORSEMENT

(date)

From: *Name, rate, service, SSN#*

To: *Food Service Officer, USS NEVERSAIL*

1. Appointment as Bulk Storeroom Custodian is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,

Copy to:
Supply Officer
Disbursing Officer
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

(date)

From: *Food Service Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT FOR SUPERVISING THE SIGNING OF THE MEAL SIGNATURE
RECORD (NAVSUP FORM 1291)**

Ref: NAVSUP P-486, Vol I, paras 2303.2b, 1113.4b

1. You are hereby appointed to the position of "Supervisor of the Signing of the Meal Signature Record". You will be positioned behind the signature counter which allows verifying meal passes and directing personnel to the correct signature sheet. You will determine the eligibility of personnel passing through the serving line to eat in the general mess and require each person to show a valid meal pass and military identification card. Signatures and meal pass numbers will be legible. The signature section of the NAVSUP Form 1291 will be filled out IAW reference (a).

(signed)

Food Service Officer

FIRST ENDORSEMENT

(date)

From: *Name, rate, service, SSN#*

To: *Food Service Officer, USS NEVERSAIL*

1. Appointment as "Supervisor for the Signing of the NAVSUP Form 1291" is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,

Copy to:
Supply Officer
Food Service Officer
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

4061
Ser
(date)

From: *Commanding Officer, USS NEVERSAIL*
To: *Food Service Officer, Name, Rank, service, SSN#*

Subj: **AUTHORIZATION FOR THE ADVANCEMENT OF A CHANGE FUND FOR THE
GENERAL MESS**

Ref: (a) NAVCOMPTMAN, Vol 5, para 030404
(b) NAVSUP P-486, Vol I, paras 2202.4, 1113.3e

1. In accordance with references (a) and (b), you are hereby authorized to advance the General Mess a change fund in the minimum amount necessary for operations not to exceed \$250.00.
2. Procedures for the advance, verification and return of change funds will be in accordance with reference (b). When advancing a change fund to the responsible custodian, you will ensure that a receipt (NAVCOMPT Form 2114) is signed.

(signed)
Commanding Officer

Copy to:
Food Service Officer
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

(date)

From: *Supply Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **CUSTODIAL AUTHORIZATION TO HOLD GROUP II DUPLICATE MASTER KEY**

Ref: (a) NAVSUP P-486, Vol I, paras 1202.3, 1113.3f

1. In accordance with reference (a), you are hereby appointed as custodian of the Group II duplicate master key.

(signed)
Supply Officer

FIRST ENDORSEMENT

(date)

From: *MSC Fred M. Spent, USN, 123-45-6789*

To: *Supply Officer*

1. Appointment as custodian of the Group II duplicate master key is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,

(signed)
F. M. SPENT

Copy to:
Food Service Officer
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

4061
Ser
(date)

From: *Commanding Officer, USS NEVERSAIL*

To: *Food Service Officer, name, rank, service, SSN#*

Subj: **AUTHORITY FOR THE CASH SALE OF MEALS FROM THE GENERAL MESS**

Ref: (a) NAVSUP P-486, Vol I, paras 2001.1, 1113.3a

1. In accordance with reference (a) you are hereby granted the authority to sell meals from the General Mess.
2. Applicable instructions contained in reference (a) are to be strictly adhered to.

(signed)
Commanding Officer

Copy to:
Supply Officer
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

4061
Ser
(date)

From: *Commanding Officer, USS NEVERSAIL*

To: *Food Service Officer, name, rank, service, SSN#*

Subj: **AUTHORITY FOR THE SALE OF MEALS FROM THE GENERAL MESS ON A
CREDIT BASIS (NAVSUP 1046)**

Ref: (a) NAVSUP P-486, Vol I, paras 2201.2, 1113.3b

1. In accordance with reference (a) you are hereby granted the authority to sell meals on a credit basis from the General Mess.

2. Applicable instructions contained in reference (a) are to be strictly adhered to.

(signed)
Commanding Officer

Copy to:
Supply Officer
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

4061
Ser
(date)

From: *Commanding Officer, USS NEVERSAIL*
To: *Food Service Officer, name, rank, service, SSN#*

Subj: **AUTHORITY FOR THE SALE OF FOOD ITEMS TO AFLOAT PRIVATE MESSES**

Ref: (a) NAVSUP P-486, Vol I, paras 6301, 1113.3d

1. In accordance with reference (a) you are hereby granted the authority to sell food items to afloat private messes.
2. Applicable instructions contained in reference (a) are to be strictly adhered to.

(signed)
Commanding Officer

Copy to:
Supply Officer
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

4061
Ser
(date)

From: *Commanding Officer, USS NEVERSAIL*

To: *Food Service Officer, name, rank, service, SSN#*

Subj: **AUTHORITY FOR THE SALE OF FOOD ITEMS TO ACTIVITIES OTHER THAN
AFLOAT PRIVATE MESSES**

Ref: (a) NAVSUP P-486, Vol I, paras 6300, 1113.3c, Appendix G

1. In accordance with references (a) and (b), you are hereby granted the authority to sell food items to activities other than afloat private messes.
2. Applicable instructions contained in references (a) and (b) are to be strictly adhered to.

(signed)
Commanding Officer

Copy to:
Supply Officer
File

NAVSUP P486 Volume I Food Service Management

(Letterhead)

(Date)

MEMORANDUM

From: Wardroom Mess Treasurer
To: Food Service Officer

Subj: **AUTHORITY TO REQUISITION AND RECEIPT FOR SUBSISTENCE ITEMS FROM
THE GENERAL MESS TO THE WARDROOM MESS**

Ref: (a) NAVSUP P-486, Vol. I, paras 6302.1, 1113.2c

1. In accordance with reference (a), the following named individual is authorized to requisition and receipt for provisions and galley produced bakery products from the general mess to the wardroom mess.

(typed name of authorized requisitioner)

(sample signature)

(signed)
Wardroom Mess Treasurer

Copy to:
Supply Officer
Authorized Requisitioner
Wardroom Mess memo file

NAVSUP P486 Volume I Food Service Management

(Letterhead)

4061
Ser
(date)

From: *Wardroom officer/Mess Treasurer, USS NEVERSAIL*

To: *Mess Management Specialist_____*, rank, service, SSN#

Subj: **AUTHORITY TO MAINTAIN THE NAVSUP FORM 1046**

Ref: (a) NAVSUP P-486, Vol I, paras 2201.2b(1), 1113.3g

1. In accordance with reference (a) you are hereby granted the authority to maintain the NAVSUP Form 1046.
2. Applicable instructions contained in reference (a) are to be strictly adhered to.

(signed)

Wardroom Officer/Mess Treasurer

Copy to:
Supply Officer
File

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APPENDIX C

FOOD SERVICE FORMS

NAVSUP FORM 335 (Subsistence Ledger) (Front and Back)

NAVSUP FORM 338 (General Mess Control Record) (Front and Back)

NAVSUP FORM 367 (Record of Receipts and Expenditures)

NAVSUP FORM 470 (Cash Receipt Book)

NAVSUP FORM 1046 (Sale of Enlisted Dining Facility Meals)

NAVSUP FORM 1090 (Food Preparation Worksheet) (Front and Back)

NAVSUP FORM 1105 (Meal Pass)

NAVSUP FORM 1282 (Food Item Request/Issue Document)

NAVSUP FORM 1291 (Meal Signature Record)

NAVSUP FORM 1292 (Recapitulation of Meal Record)

NAVSUP FORM 1334 (Expenditure Log – Loss Without Survey)

NAVSUP FORM 1357 (Ration and Sales Report)

NAVSUP FORM 1358 (General Mess Operating Statement)

DD FORM 200 (Financial Liability Investigation of Property Loss) (Front and Back)

DD FORM 1131 (Cash Collection Voucher)

DD FORM 1149 (Requisition and Invoice/Shipping Document)

DD FORM 1222 (Requests for Results of Tests)

DD FORM 1348-1 (DOD Single Line Item Release/Receipt Document)

DD FORM 1544 (Cash Meal Payment Book)

DD FORM 1608 (Unsatisfactory Material Report-Subsistence) (Front and Back)

NAVCOMPT 2114 (Cash Receipt Certificate)

STANDARD FORM 30 (Amendment of Solicitation/Modification of Contract)

STANDARD FORM 364 (Report of Discrepancy) (Front and Back)

STANDARD FORM 1080 (Voucher for Transfers Between Appropriation and/or Funds)

PPQ FORM 288 (Ship Inspection Report)

NAVSUP FORM 335 (Rev. 2-78) (BACK)
S/N 0108-LF-500-3350

[illegible]

* Use to extend issues to Enlisted Dining Facility.

† Use to extend inventory and to price sales and transfers.

C-4

[illegible]

GENERAL MESS CONTROL RECORD (4061) (BACK)
NAVSUP FORM 338 (REV. 7-88)

FROM: (Name of Ship or Station)

GENERAL MESS CONTROL RECORD (4061) (BACK)		FOR THE PERIOD
BDFA	SUPPLEMENTAL/SPECIAL ALLOWANCES	
FROM: <i>Name of Ship or Station</i>		U. S. C.

[illegible]

PREPARED BY	AUDITED BY	AUDITED & CERTIFIED BY
RECORDSKEEPER	LEADING MS	FOOD SERVICE OFFICER

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670[illegible]

*Calendar year

CASH RECEIPT BOOK
SHIP'S OR COMMISSARY STORE/
ENLISTED DINING FACILITY

[illegible]

Activity

Month of 19

[illegible]

[illegible]

FOOD-PREPARATION WORKSHEET (4061)
NAVSUP FORM 1080 (REV. 5-82)
S/N 0106-LF-501-0901

C-9

NAVSUP P-486 Volume I – Food Service Management

VEGETABLE PREPARATION ROOM						BAKE SHOP			MEAT PREPARATION ROOM		
ITEM	QUANTITY	INSTRUCTIONS	ITEM	QUANTITY	INSTRUCTIONS	ITEM	QUANTITY	INSTRUCTIONS			
BREAKFAST											
LUNCH											
DINNER											
SIGNATURE											

NAVSUP P-486 Volume I – Food Service Management

MEAL PASS—NAVSUP FORM 1105—WHT (REV. 7-80)

(Use addressograph plate or type name of holder, serial number rate, and activity assignment.)

PASS NO.		EDF NO.
SIGNATURE OF HOLDER		EXPIRATION DATE
PASS MUST BE PRESENTED AT EACH MEAL	This person is authorized to eat in the enlisted dining facility indicated. Use of this pass by another constitutes an offense punishable under the UCMJ. The issuing officer will be notified when this pass is lost-or found, and when authorized user is detached.	
ISSUING OFFICER (Signature and title)		

FOOD-ITEM REQUEST/ISSUE DOCUMENT (4400)
NAVSUP FORM 1282 (REV. 5-82)

DOCUMENT NO.

REQUISITIONED BY (Signature, Rate and Title)

DATE FOR CONSUMPTION

APPROVED BY (Signature, Rate and Title)

[illegible]

ISSUED BY (Signature, Rate and Title)

DATE _____

SHEET TOTAL

RECEIVED BY (Signature)

DATE

SUB TOTAL

RETURNED BY (Signature)

DATE

BAKERY PROD. (-)

RECEIVED BY (Signature)

DATE

GRAND TOTAL	100	100
-------------	-----	-----

I CERTIFY that _____ document(s) is/are a true statement of issues to

SIGNATURE

DATE _____

POSTED TO: 209

335

338

OTHER

NAVSUP P-486 Volume I – Food Service Management

MEAL SIGNATURE RECORD (4061)

NAVSUP FORM 1291 (REV. 2-72)

DATE:

SHEET NO:

MESS LINE (1st, 2nd etc.)

CATEGORY OF PERSONNEL
(Check applicable block)

☐ NAVY REGULAR

☐ NAVY CADETS

☐ ARMY REGULAR

☐ COAST GUARD

☐ AIR FORCE NATIONAL GUARD

☐ NAVY RESERVE

☐ MARCORPS REGULAR

☐ ARMY RESERVE

☐ CIVILIAN APPLICANTS

☐ FOREIGN

☐ NAVY ROTC

☐ MARCORPS RESERVE

☐ ARMY NAT'L GUARD

☐ AIR FORCE REGULAR

☐ OTHER (Specify)

SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT
1			26		
2			27		
3			28		
4			29		
5			30		
6			31		
7			32		
8			33		
9			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
16			41		
17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		

S/N 0108-LF-504-6301

NAVSUP P-486 Volume I – Food Service Management

RECAPITULATION OF MEAL RECORD (4061)

NAVSUP FORM 1292 (REV. 3-75)

PERIOD OR DATE

CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER	
NAVY	REGULAR					
	RESERVE					
	ROTC					
	CADETS					
MARINE CORPS	REGULAR					
	RESERVE					
ARMY	REGULAR					
	RESERVE					
	NATIONAL GUARD					
COAST GUARD						
CIVILIAN APPLICANTS						
AIR FORCE	REGULAR					
	NATIONAL GUARD					
FOREIGN						
OTHER (Specify)						
1ST SUBTOTAL						
CASH SALES (INCLUDE CONTRACT PERSONNEL)						
2ND SUBTOTAL						
PERSONNEL NOT PASSING THROUGH SERVING LINE						
GRAND TOTAL						
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE	
RATION CREDIT						
REMARKS					TOTAL CREDIT	

STATION AUDIT BOARD

The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals receipted for.

SIGNATURE AND RANK, RATE, OR GRADE

SIGNATURE AND RANK, RATE, OR GRADE

SIGNATURE AND RANK, RATE, OR GRADE

C-15

A-6501

ACTIVITY (Name and mailing address)

THE

RECEIPTS 1/ WITH CHARGE		AMOUNT (Nearest dollar)	
RATION BREAKDOWN			
TYPE OF PERSONNEL AND CODE		RATIONS FED	
Navy Regular 1/		1	
Other			
Rations sold for cash		2	
Reserve		3	
ROTC 2/		4	
Midshipmen 2/ (Naval Academy)		5	
Regular		6	
Reserve		7	
Regular		8	
Reserve		9	
National Guard 2/		10	
Regular		11	
National Guard 2/		10	
Coast Guard 2/		12	
Foreign 2/		13	
2/		14	
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)		15	
GRAND TOTAL 1/ (Codes 1 and 15)		16	
1/ Total entries on this form for three months of quarter must agree with the NAVSUP Form 1358 for the same period.			
NAVSUP FORM 1357 (SPT) (Rev. 10-91)			

CASH STATEMENT	
1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward)	\$
2. Breakdown of sales *	
a. Sale of enlisted dining facility meals (Excluding surcharges)	\$
b. Sale of special meals (NAVSUP FORM 1340)	
c. Sale of bulk food items	
d. Total sales (Sum of a, b and c)	\$
e. Surcharges on enlisted dining facility meals	
f. TOTAL (Sum of d and e)	\$
* NOTE: Only sales surcharges made within report period are applicable	
3. Cash deposited with disbursing officer	
4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131)	
5. Undeposited sales end of month/patrol cycle (1 + 2f - 3 - 4)	

CERTIFICATION: I CERTIFY that I have received cash in the amount of \$, representing deposits described above, which will be included in my statement of accountability for the period of:		DISBURSING OFFICER (Typed Name)	DATE	D.O. SYMBOL
COUNTRY CODE:		SIGNATURE		(Rank)
COUNTRY CODE:		SIGNATURE		(Rank)

ACCOUNTING CLASSIFICATION										
INSERT LAST OF CURRENT FY	APPROPRIATION	SUB-HEAD	OBJ. CLASS.	BUREAU CONT. NO.	SUB-ALLOT.	AUTHN ACCT'G ACT'Y	TRANS TYPE	PROP ACCT'G ACT'Y	COST CODE (Seller's UIC, funct/ acct. no.)	AMOUNT
SALES	17	1804	2270	7	00031	0	068732	3C	00	\$
SURCHARGES MPN	17	1453	2202	7			000022	3C		\$
SURCHARGES O & MN	17	1804								\$

FOOD SERVICE OFFICER (Signature)	
DATE	

Surcharges O&MN citation must be obtained from Major Claimant Type CDR or Comptroller.

2/ Prepare certification in accordance with Food Services Management, NAVSUP Publication 486, Chapter 2, Volume 1.

Previous editions are obsolete.

S/N 0108-LF-012-3900

GENERAL MESS OPERATING STATEMENT (7330)		NAVSUP REPORT 7330-8				
ACTIVITY (Name and mailing address)		PERIOD	THRU	DAYS IN PORT	FACILITY OPERATED (No. of days)	U.I.C.
NOTE: ROUND ALL VALUES TO NEAREST DOLLAR						
BALANCE SHEET		RATION STATEMENT				
RECEIPTS	VALUE	TYPE OF PERSONNEL	RATIONS ALLOWED	RATIONS FED		
BALANCE BROUGHT FORWARD ^{1/}	\$	NAVY (Enlisted)		2/		
RECEIPTS WITH CHARGE ^{2/}		TOTAL OTHER PERSONNEL		2/		
RECEIPTS WITHOUT CHARGE		TOTAL RATIONS		2/		
TOTAL	\$					
COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT						
EXPENDITURES	VALUE	TYPE	RATIONS	RATE	VALUE	
STORES CONSUMED	\$	BASIC ALLOWANCE	3/	\$	\$	
SPECIAL MEALS						
SURVEY & LOSS WITHOUT SURVEY						
SALE OF BULK FOOD ITEMS ^{2/}						
TRANSFERS WITH REIMBURSEMENT						
TRANSFERS WITHOUT REIMBURSEMENT		SUBMARINES				
BALANCE ON HAND		TOTAL ALLOWANCES			\$	
PRICE ADJUSTMENT		STORES CONSUMED (From "EXPENDITURES")				
TOTAL	\$	REVIEWED BY LEADING MS (SIGNATURE)	OVER/UNDER		ISSUE	
					\$	
NOTES: ^{1/} Balance on hand previous report. ^{2/} Equals the sum of the 3 monthly "Ration and Sales Reports." ^{3/} Post "TOTAL RATIONS" figure from the "RATIONS FED" column. Any remarks should be placed on the reverse side of this form.		I CERTIFY that the above information is correct to the best of my knowledge and belief.				
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)		CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)				

SN 0109-LF-501-3551

NAVSUP FORM 1358 (REV. 10-86)

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FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.				ROUTINE USES: None.			
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD)		2. INQUIRY / INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYMMDD)		
4. NATIONAL STOCK NO.		5. ITEM DESCRIPTION		6. QUANTITY		7. UNIT COST	
						8. TOTAL COST	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <i>(Attach additional pages as necessary)</i>				<input type="checkbox"/> LOST		<input type="checkbox"/> DAMAGED	
				<input type="checkbox"/> DESTROYED			
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES <i>(Attach additional pages as necessary)</i>							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				b. TYPED NAME <i>(Last, First, Middle Initial)</i>		c. AUTOVON / DSN NUMBER	
				d. SIGNATURE		e. DATE SIGNED	
12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED <i>(X one)</i>		b. COMMENTS / RECOMMENDATIONS					
<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No							
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				d. TYPED NAME <i>(Last, First, Middle Initial)</i>		e. AUTOVON / DSN NUMBER	
				f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION <i>(X one)</i>		b. COMMENTS / RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED <i>(X one)</i>	
<input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove						<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				e. TYPED NAME <i>(Last, First, Middle Initial)</i>		f. AUTOVON / DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. ACTION <i>(X one)</i>		b. COMMENTS / RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED <i>(X one)</i>	
<input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove						<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				e. TYPED NAME <i>(Last, First, Middle Initial)</i>		f. AUTOVON / DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	

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15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	f. TYPED NAME (Last, First, Middle Initial)	g. AUTOVON/DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)	i. DATE APPOINTED (YYMMDD)
	j. SIGNATURE	k. DATE SIGNED

16. INDIVIDUAL CHARGED

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)

(1) Submit the attached statement of objection. (2) Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	d. TYPED NAME (Last, First, Middle Initial)	e. SOCIAL SECURITY NUMBER
f. AUTOVON/DSN NUMBER	g. SIGNATURE	h. DATE SIGNED

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	c. TYPED NAME (Last, First, Middle Initial)	d. AUTOVON/DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

DD FORM 1131, APR 57

★ U.S. GOVERNMENT PRINTING OFFICE: 1982-507-810

SHIPPING CONTAINER TALLY →		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	
REQUISITION AND INVOICE/SHIPPING DOCUMENT			
1. FROM:		6. REQUISITION NUMBER	
2. TO:		7. DATE MATERIAL REQUIRED	
3. SHIP TO - MARK FOR		8. PRIORITY	
4. APPROPRIATION AND SUBHEAD		9. AUTHORITY OR PURPOSE	
5. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES		10. SIGNATURE	
6. SUBAL-LOT		11. VOUCHER NUMBER AND DATE	
7. OBJ. CL.		12. DATE SHIPPED	
8. BUR. CONT. NO.		13. MODE OF SHIPMENT	
9. AUTHORIZATION ACCTG ACTIVITY		14. BILL OF LADING NUMBER	
10. TRANS. TYPE		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	
11. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES		16. PROPERTY ACCTG ACTIVITY	
12. UNIT OF ISSUE (c)		17. COUNTRY	
13. QUANTITY REQUIRED (d)		18. ACTION	
14. TYPE OF CONTAINER (e)		19. TANKER NOS. (f)	
15. TOTAL WEIGHT		20. UNIT PRICE (h)	
16. TOTAL CUBE		21. TOTAL COST (i)	
17. SPECIAL HANDLING		22. SHEET TOTAL	
18. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO		23. BY	
19. DESCRIPTION		24. DATE	
20. TYPE CON-TAINER		25. QUANTITIES RECEIVED AND NOTED	
21. TOTAL CONTAINER		26. QUANTITIES EXCEPTED AND NOTED	
22. CHECKED BY		27. DATE	
23. PACKED BY		28. POSTED	
24. TOTAL		29. RECEIVER'S VOUCHER NO.	

DD FORM 1 MAR 59 **1149** (9.-PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

ORIGINAL

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REQUEST FOR AND RESULTS OF TESTS					PAGE NO.	NO. OF PAGES
SECTION A - REQUEST FOR TEST						
1. TO: <i>(Include ZIP Code)</i>				2. FROM: <i>(Include ZIP Code)</i>		
3. PRIME CONTRACTOR AND ADDRESS <i>(Include ZIP Code)</i>				4. MANUFACTURING PLANT NAME AND ADDRESS <i>(Include ZIP Code)</i>		
CONTRACT NUMBER				P.O. NUMBER		
5. END ITEM AND/OR PROJECT			6. SAMPLE NUMBER	7. LOT NO.	8. REASON FOR SUBMITTAL	9. DATE SUBMITTED
10. MATERIAL TO BE TESTED	10a. QUANTITY SUBMITTED	11. QUANTITY REPRESENTED		12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE		
13. PURCHASED FROM OR SOURCE		14. SHIPMENT METHOD		15. DATE SAMPLED AND SUBMITTED BY		
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS.						
17. SEND REPORT OF TEST TO						
SECTION B - RESULTS OF TEST <i>(Continue on plain white paper if more space is required)</i>						
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED			3. LAB REPORT NUMBER	
4. TEST PERFORMED	RESULTS OF TEST		SAMPLE RESULT		REQUIREMENTS	
DATE	TYPED NAME AND TITLE OF PERSON CONDUCTING TEST			SIGNATURE		

DD FORM 1222, FEB 62 (EF)

REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE.

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80										
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SHIPPED FROM																									SHIP TO																									MARK FOR										PROJECT										TOTAL PRICE																			
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13 TRANSPORTATION CHARGEABLE TO																				14 B/LADING. AWB, OR RECEIVER'S SIGNATURE (AND DATE)										15 RECEIVER'S DOCUMENT NUMBER																																																											

DD FORM 1348-1
S/N 0102-LF-013-1040

1 MAR 74

EDITION OF 1 JAN 64 MAY BE USED
UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

[illegible]

C-24

NAVSUP P-486 Volume I – Food Service Management

UNSATISFACTORY MATERIAL REPORT (Subsistence) <i>(See Instructions on reverse before completion.)</i>				1. DATE PREPARED (YYMMDD)		Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 11 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.								
2. RECEIVING ACTIVITY				3. ORIGINATING ACTIVITY				
a. NAME				a. NAME				
b. ADDRESS (Street, City, State and Zip Code)				b. ADDRESS (Street, City, State and Zip Code)				
4. a. ITEM NOMENCLATURE						b. AFCLSAC EVALUATION		
						YES	NO	
5. NATIONAL STOCK NUMBER				6. SPECIFICATION NUMBER/IMPS NUMBER				
7. CONTRACTOR				8. SOURCE OF SHIPMENT (Depot, Distribution Point, Direct Vendor Delivery, etc.)				
a. NAME								
b. PLANT ADDRESS (Street, City, State and Zip Code)								
9. CONTRACT NUMBER		10. CONTRACTOR LOT NUMBER		11. PRODUCT CODE		12. DATE OF PACK (YYMMDD)		
13. REQUISITION NUMBER		14. DATE SUPPLIES RECEIVED (YYMMDD)		15. SIZE OF LOT/SHIPMENT		16. QUANTITY ON HAND		
				a. CASES b. UNITS				
FOR ALL USERS (Food Service, Commissary, Veterinary, Troop Issue Subsistence, etc.)								
17. NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS								
18. RECOMMENDATIONS								
19. VERIFYING OFFICIAL								
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE			c. GRADE		
d. TELEPHONE NUMBER (A - Autovan; C - Comm)			e. SIGNATURE			f. DATE SIGNED (YYMMDD)		
20. INSPECTION RESULTS (When appropriate, report can be forwarded by users without this section being completed.)								
a.	b.	c.	d.	e.	f.	g.	h.	i.
TYPE OF EXAMINATION	INSPECTION LEVEL	ACCEPTANCE QUALITY LEVEL	CLASS OF DEFECT	ACCEPTANCE NUMBER	REJECTION NUMBER	SAMPLE SIZE	NUMBER OF DEFECTS OR DEFECTIVES	SAMPLE UNIT
21. AUTHORIZED INDIVIDUAL PERFORMING INSPECTION								
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE			c. GRADE		
d. TELEPHONE NUMBER (A - Autovan; C - Comm)			e. SIGNATURE			f. DATE SIGNED (YYMMDD)		

DD Form 1608, OCT 88

Previous editions are obsolete.

USAPPC V1.00

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INSTRUCTIONS

GENERAL. This form should be used to report all unsatisfactory conditions on all subsistence items procured by the Defense Personnel Support Center and is not limited to those in nonconformance with specification requirements. Timely reporting is essential so that action, if appropriate, may be started prior to expiration of the warranty period. When unsatisfactory conditions are not related to specification requirements, special attention should be given to Item 17. Photographs are an excellent method for illustrating the exact nature of many discrepancies. Inspection and testing records should be forwarded with the UMR, when appropriate. Use additional sheets as necessary and identify with related item number.

ITEM 3. State complete name and address in the clear.

ITEM 4a. State nomenclature in sufficient detail to insure identity including as necessary type, grade, class, etc. (*See Federal Supply Catalog C8900-SL or Master Item Identification List*)

ITEM 4b. AFCLSAC (*Armed Forces Consumer Level Subsistence Appraisal Committee*) Evaluation. Self-explanatory.

ITEM 6. Specification number or Institutional Meat Purchase Specification (*IMPS*) number from shipping container. If Brand Name Contract, indicate "BNC".

ITEM 7. To be obtained from shipping container.

ITEM 8. To be obtained from service supply activity. State the name of the DLA depot or distribution point or the vendor's name.

ITEMS 9 and 10. To be obtained from shipping container.

ITEM 11. List the manufacturer's product code (*usually shown as a series of numerals and letters printed or embossed on bottles, cartons, and cans*) found on primary containers. These codes may also be found printed or stenciled on shipping container.

ITEM 12. To be obtained from shipping container.

ITEMS 13, 14, 15 and 16. To be obtained from service supply activity records. Enter complete requisition number.

ITEM 17. Include a narrative description of the unsatisfactory condition which makes the item unsuitable for intended use or affects consumer satisfaction or acceptance. List storage conditions or other factors which may relate to the unsatisfactory condition of the product. Indicate current status of product, i.e., on hold, normal issue, or expedited issue.

ITEM 18. State recommendations regarding disposition of supplies, revision of specification requirements, revision of purchase requirements as to size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.

ITEM 19. Self-explanatory.

ITEM 20c. Acceptable Quality Level is the maximum percent defective (*or the maximum number of defects per hundred units*) that, for the purpose of sampling inspection can be considered satisfactory as a process average (*MIL-STD-109*).

ITEM 21. Self-explanatory.

DISTRIBUTION

a. Originator will prepare original and three copies of report, retain one copy and forward remainder to following appropriate service office.

Commander
US Army Troop Support Agency
ATTN: DALO-TAF-S
Fort Lee, VA 23801-6020

Commanding Officer
Navy Food Service Systems Office
ATTN: Code SV
Washington, DC 20374-1662

Air Force
(*Troop Issue / Specification Items Only*)
HQ, AFESC-DEHF
Tyndall AFB, FL 32403-6001

Air Force
(*Brand Name Resale Items Only*)
HQ, AFCCMS / SGPM
Kelly Air Force Base, TX 78241-6290

Commandant of the Marine Corps
Code LFS-4
Headquarters US Marine Corps
Washington, DC 20380-001

b. Service Office will review reports for completeness and validity and, if valid and complete, forward original for action to:

Commander
Defense Personnel Support Center
ATTN: DPSC-HQS (CDCFP)
and forward in triplicate to
Princeton, NJ 08541-0419

Commander
US Army Research, Development &
Engineering Center
ATTN: STRNC-W
Natick, MA 01760-5000

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CASH RECEIPT CERTIFICATE

RECEIVED FROM

THE SUM OF

(Amount in figures)

DOLLARS

\$

for which I hold myself accountable to The United States of America

PURPOSE (State reason for receipt of funds)

SIGNATURE

NUMBER

DATE

NAVCOMPT FORM 2114 (REV. 1-70)
S/N 0104-LF-703-9602

A-18088

NAVSUP P-486 Volume I – Food Service Management

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. <i>(If applicable)</i>	
6. ISSUED BY		CODE		7. ADMINISTERED BY <i>(If other than Item 6)</i>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR <i>(No., street, country, State and ZIP Code)</i>				(✓)			
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED <i>(SEE ITEM 11)</i>			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
10B. DATED <i>(SEE ITEM 13)</i>				CODE			
FACILITY CODE				11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.							
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA <i>(If required)</i>							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
(✓) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: <i>(Specify authority)</i> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES <i>(such as changes in paying office, appropriation date, etc.)</i> SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER <i>(Specify type of modification and authority)</i>							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION <i>(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</i>							

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i>	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ <i>(Signature of person authorized to sign)</i>		BY _____ <i>(Signature of Contracting Officer)</i>	

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION		2. REPORT NUMBER	
<input type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING							
3. TO (Name and address, include Zip Code)				4. FROM (Name and address, include Zip Code)			
5a. SHIPPER'S NAME				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)	
7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)			
9. SHIPPING, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA			
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN- TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (d)
12. REMARKS (Continue on separate sheet of paper if necessary)							

<p style="text-align: center;">1 DISCREPANCY CODES</p> <div style="display: flex;"> <div style="flex: 1;"> <p>CONDITION OF MATERIAL</p> <p>C1 - In condition other than that indicated on release/receipt document</p> <p>C2 - Expired shelf life</p> <p>C3 - Damaged parcel post shipment</p> <p>SUPPLY DOCUMENTATION</p> <p>D1 - Not received</p> <p>D2 - Illegible or mutilated</p> <p>D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed)</p> <p>MISDIRECTED MATERIAL</p> <p>M1 - Addressed to wrong activity</p> <p>OVERAGE/DUPLICATE SHIPMENTS</p> <p>O1 - Quantity in excess of that receipt document</p> <p>O2 - Quantity in excess of that requested (Other than unit of issue pack)</p> <p>O3 - Quantity duplicates shipment</p> <p>PACKING DISCREPANCY</p> <p>P1 - Improper preservation</p> <p>P2 - Improper packing</p> <p>P3 - Improper marking</p> <p>P4 - Improper unitization</p> </div> <div style="flex: 1;"> <p>PRODUCT QUALITY DEFICIENCIES</p> <p>Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only)</p> <p>SHORTAGE OF MATERIAL</p> <p>S1 - Quantity less than that on receipt document</p> <p>S2 - Quantity less than that requested (Other than unit of issue pack)</p> <p>S3 - Non receipt of parcel post shipments</p> <p>ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)</p> <p>T1 - Missing</p> <p>T2 - Illegible or mutilated</p> <p>T3 - Precautionary operational markings missing</p> <p>T4 - Inspection data missing or incomplete</p> <p>T5 - Serviceability operating data missing or incomplete</p> <p>T6 - Warranty data missing</p> <p>WRONG ITEM (Identify requested item as a separate copy in Item 9 above)</p> <p>W1 - Incorrect item received</p> <p>W2 - Unacceptable substitute</p> <p>OTHER DISCREPANCIES</p> <p>Z1 - See remarks</p> </div> </div>	<p style="text-align: center;">2 ACTION CODES</p> <p>1A - Disposition instructions requested (Reply on reverse)</p> <p>1B - Material being retained (See remarks)</p> <p>1C - Supporting supply documentation requested</p> <p>1D - Material still required expedite shipment (Not applicable to FMS)</p> <p>1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS)</p> <p>1F - Replacement shipment requested (Not applicable to FMS)</p> <p>1G - Reshipment not required. Item to be re-requisitioned.</p> <p>1H - No action required. Information only</p> <p>1Z - Other action requested (See remarks)</p>
13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b. SIGNATURE
15. DISTRIBUTION ADDRESSEES FOR COPIES	

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16. FROM:		17. DISTRIBUTION ADDRESSEES FOR COPIES	
18. TO:		<p>Use window envelope to mail this document. Insert name and address, including Zip Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.</p>	
19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:			
a. MATERIAL <input type="checkbox"/> HAS BEEN SHIPPED <input type="checkbox"/> WILL BE SHIPPED c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.		b. <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION. d. <input type="checkbox"/> INVOICE/BILL ATTACHED e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED. (1) REASON FOR NOT PROCESSING (a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR (b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19(2) (2) PRESCRIBING REGULATION (a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8) (b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.	
20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL			
a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES. c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.		b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN: _____ DAYS d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN: _____ DAYS e. <input type="checkbox"/> SHIP MATERIAL (Specify Location): (1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE: (2) <input type="checkbox"/> CHARGES COLLECT VIA: <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST (\$ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.) (3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED (4) <input type="checkbox"/> FREIGHT PREPAID f. <input type="checkbox"/> OTHER (Specify) _____	
21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION		22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE: _____ DATE	
23. REMARKS (Continue on separate sheet of paper if necessary)			
24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL		24b. SIGNATURE	
		24c. DATE	

STANDARD FORM 364 BACK (REV. 2-80)

USAPPC V3.00

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☆ U.S. GOVERNMENT PRINTING OFFICE 1978-708-318

Standard Form 1080 Revised May 1970 2 Treasury FRM 2500 1080-108-03 S/N 0104-LF-800-0180		VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS		EXCEPTION TO SF 1080 APPROVED BY NARS 6-76		VOUCHER NO. SCHEDULE NO.	
Department, establishment, bureau, or office billing						BILL NO.	
Department, establishment, bureau, or office billed						PAID BY	

ORDER NO.	DATE OF DELIVERY	ARTICLES OR SERVICES	QUAN- TITY	UNIT PRICE		AMOUNT DOLLARS AND CENTS
				COST	PER	
				TOTAL		

Remittance in payment hereof should be sent to:

ACCOUNTING CLASSIFICATION – Billing Office						
Appropriation Symbol and Subhead	Object Class	Bureau Cont. and Suballot. No.	Auth. Acctg. Activity	T y p e	Property Acctg. Activity	Cost Code

CERTIFICATE OF OFFICE BILLED	
<p style="font-size: small;">I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.</p>	
_____ (Date)	_____ (Authorized administrative or certifying officer)
_____ (Title)	

ACCOUNTING CLASSIFICATION – Office Billed

Paid by Check No.

VCH

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U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE SHIP INSPECTION REPORT			1. PORT REPORTING	2. FLAG/NAME OF VESSEL	3. DOCK
4. FROM (Port and Country)			5. VIA		
6. ARRIVAL DATE		7. ARRIVAL TIME ETA _____ Actual _____		8. INSPECTION DATE	
9. INSPECTION TIME From _____ To _____					
10. NO. PASSENGERS AND CREW CLEARED		11. NO. PIECES OF BAGGAGE		12. PROPOSED DEPARTURE DATE	

PROHIBITED AND/OR RESTRICTED AGRICULTURAL MATERIALS			
13. COMMODITY	14. LOCATION	15. COUNTRY OF ORIGIN	16. SAFEGUARD AND/OR DISPOSITION PRESCRIBED

SAFEGUARD NOTICE: While this vessel is in the territorial limits of the United States, no crew member or other person shall remove any of the following items except by specific permission of an agricultural officer: (1) fruits, vegetables, meats, or other animal products; (2) live plants; (3) live birds; (4) hay, straw, rice hulls, hold sweepings or dunnage; (5) garbage from food materials including rootcrop bags, meat wrappers, and other food containers. GARBAGE MUST BE KEPT IN COVERED, LEAKPROOF CONTAINERS INSIDE THE VESSEL'S RAILINGS AT ALL TIMES.

If any agricultural items are sealed, the seals are not to be broken or removed while this vessel is within territorial limits of the United States or the St. Lawrence Seaway except under direction of an Agricultural Officer.

WARNING NOTICE: The requirements above are specified in 7 CFR 330 and 9 CFR 94 and violations are punishable by fine and imprisonment.
(7 U.S.C. 150gg)

17. I Fully Understand the Safeguards Prescribed Above (Signature of Responsible Ship's Officer)		18. TITLE	19. DATE
--	--	-----------	----------

20. CONDITION OF GARBAGE CONTAINERS WHEN INSPECTED			DEFICIENT CONDITION CORRECTED <input type="checkbox"/> YES <input type="checkbox"/> NO	21. SHIP AREAS <i>not</i> INSPECTED <input type="checkbox"/> QUARTERS <input type="checkbox"/> DRY STORES <input type="checkbox"/> PANTRY	HOLDS INSPECTED (Identify)	22. LIVE ANIMALS/BIRDS ABOARD <input type="checkbox"/> YES <input type="checkbox"/> NO Type: _____ Number: _____
COVERED <input type="checkbox"/> YES <input type="checkbox"/> NO	INSIDE RAILING <input type="checkbox"/> YES <input type="checkbox"/> NO	LEAKPROOF <input type="checkbox"/> YES <input type="checkbox"/> NO				

APHIS MARPOL ANNEX V COMPLIANCE CHECKLIST

THE FOLLOWING OBSERVATIONS WERE MADE BY APHIS PERSONNEL AFTER INSPECTING VESSEL'S WASTE HANDLING PROCEDURES AND EQUIPMENT:

23.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Plastic materials requiring disposal are used aboard the vessel.
24.	<input type="checkbox"/> YES <input type="checkbox"/> NO	There are waste plastics in the vessel's trash for disposal ashore.
25.	<input type="checkbox"/> YES <input type="checkbox"/> NO	There is a functional incinerator or other disposal method aboard.
26a.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Responsible vessel representative was requested to show garbage pickup receipt or other evidence of lawful disposal of plastics ashore.
26b.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Responsible vessel representative produced garbage pickup receipt or other evidence of lawful disposal of plastics ashore.

	TITLE OF REPRESENTATIVE	PPQ BOARDING OFFICER INITIALS
	TITLE OF REPRESENTATIVE	PPQ BOARDING OFFICER INITIALS

ALERT: Report the presence of Honey Bees (*swarms or individual bees*) to the nearest Agricultural Officer, telephone _____

27. REMARKS

28. SUBSEQUENT PORTS OF CALL (Notified)	NO. PASSENGERS	29. OFFICER'S SIGNATURE
---	----------------	-------------------------

PPO FORM 288 (APR 91) Previous editions are obsolete.

APPENDIX D

SUBSISTENCE ENDURANCE BASE REQUIREMENTS DETERMINATION

1. AFLOAT GENERAL MESSES. Ships' underway subsistence replenishments are normally based on the individual ship's usage data. However, ships' usage data cannot be directly applied to plans for subsistence endurance levels because food consumption during normally replenished operations is different from that experienced when resupply occurs less frequently. A greater quantity of perishable and bulky items, for example, spareribs, pizza crusts, and ice cream, is carried in normal operating stock levels than is essential or feasible to maintain in basic endurance loads. Few ships' subsistence storage spaces are large enough to hold set endurance levels composed of food quantities and variety stocked for normally replenished operations. Recognizing this limitation, a basic endurance load is developed which is more severe than normal operating stocks, yet capable of supporting highly satisfactory feeding when interruptions occur in scheduled replenishment. Such a basic endurance load of the most essential food items, along with accurately planned and properly maintained operating levels, add up to prescribed fleet endurance levels. The table provided in Addendum 1 is a guide for managers in selecting a list of hard core basic food items to be carried in a basic endurance load. Both the item listing and quantities in this subsistence endurance table should be carefully reviewed and adjusted to reflect crew preferences and storage capacity. The Subsistence Endurance Base (SEB) list for 45 days (100 persons) requires approximately 101 cubic feet (net) of freeze space, 7 cubic feet (net) chill space and 379 cubic feet (net) dry storage space. Net volume factors are for requirements of foods in their packaging. No volume allowances for shelving, battens, air circulation and accessibility are provided. Meal summary tables are provided in Addendum 2 as aids in reviewing the table and developing a sound, basic endurance load. The following example illustrates steps performed to determine a given ship's high and low limits for the basic endurance load items. Note that a 45 day basic endurance load is suggested for ships having a prescribed endurance of 60 days or more, and a 30 day basic endurance load is suggested for ships having a prescribed endurance of less than 60 days.

Example of Computation of Low Limit, High Limit, and Requisitioning Objective for Precooked Bacon (for Stockage in Basic Endurance Load):

Prescribed Endurance Level (PEL): 75 days (varies, PEL established by fleet and type commanders.)

Basic Endurance Level (BEL): 45 days (suggested BEL 30-45 days. Determined by prescribed total endurance and ship's stowage capacity.)

Low Limit (LL) for BEL items: 45 days (see above note on BEL. For basic endurance loaded items. LL is the same as BEL.)

Operating level (OL): 30 days (i.e., 75 days PEL minus 45-day BEL. Quantity to support a specific ship's menu during time lapse between replenishments. Reflects ship's normal consumption.)

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Order and Shipping Time (O&ST): 21 days (Time lapse between submission of requisition and receipt of item. Expected issues during O&ST must be added to HL for RO computation below.)

High Limit (HL): 75 days (45 day LL + 30 day OL. Same as PEL.)

Requisitioning Objective (RO): 96 days (75 day + 21 day O&ST) Level to which requisitions must bring stocks to support PEL, plus expected issues between submission of requisitions and receipt of item.

Number of personnel supported by BEL: 320 (Normal use of BEL item (precooked bacon) under normal replenishment: 120 lbs/month)

Low Limit Computation (for above Planning Factors)

45 day LL, Precooked Bacon for 100 persons: = 93 lbs
(45 day SEB level from Addendum 1)

Working factor times 45 day SEB level from Addendum 1
(320/100= 3.2)

$$\begin{array}{r} 93 \text{ lbs (45 day LL/100 persons)} \\ \times 3.2 \text{ (working factor)} \\ \hline 298 \text{ lbs} \end{array}$$

High Limit Computation (for above Planning Factors)

75-day HL, Precooked Bacon for 320 persons: = 418 lbs
298 lbs (45 day LL)
+ 120 lbs (30 day OL)
418 lbs

Requisitioning Objective Computation (for above Planning Factors)

96-day RO, Precooked Bacon for 320 persons: = 502 lbs
21 day O&ST = 21/30x120 (normal usage/month)
418 lbs (75 day HL)
+ 85 lbs (21 day O&ST)
502 lbs

2. MENUS FOR EXTENDED ENDURANCE. The meal summaries in Addendum 2 show how many times each menu item can be served using the 45 day endurance base stocks. Refer to these meal summaries when adapting the 45 day subsistence endurance base on board stowage capabilities, and local acceptance, and as a basis for planning a “readiness menu” for implementation during extended operations or when replenishments are delayed.

3. DETERMINING HIGH AND LOW LIMITS FOR ITEMS NOT IN SEB. Subsistence readiness is assured by maintaining accurate low limits and high limits of all items carried in the hard core basic endurance load along with balanced operating levels of normally replenished stocks. As discussed in para. 2, it is neither necessary nor feasible to designate and maintain all

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perishable and bulky items, such as spareribs and ice cream cones as hard core basic endurance load items. These are, nevertheless desirable items to stock when operations permit regularly scheduled replenishments. Low limits for these desirable items which are not designated as hard core basic endurance load items should represent a particular ship's normal usage between replenishment, i.e., 14 day levels for twice monthly replenishment, 30 day levels for monthly replenishment, and so forth. High limits (requisitioning objectives) for these items which are not designated as hard core items must reflect operating levels, that is, usage between replenishments, plus requirements to cover the time lapse between ordering and receipt of replenishment stocks. Order and shipping times vary with ship's changing schedules and supply sources. For this reason, frequent review and revision of high and low limits are necessary (monthly reviews are recommended).

APPENDIX D - ADDENDUM 1

45 DAY SUBSISTENCE ENDURANCE BASE (REQUIREMENT FOR 100 PERSONS)

<u>Description</u>	<u>Storage type</u>	<u>Unit of issue</u>	<u>Quantity</u>
<u>MEAT, POULTRY, AND FISH</u>			
Bacon, sliced, precooked	Dry	lb	93
Beef, boneless, frozen, grill steaks*	Freeze	lb	220
Beef, braising steak, Swiss	Freeze	lb	150
Beef chunks, canned, w/natural gravy	Dry	29-oz can	90
Beef, corned, frozen	Freeze	lb	40
Beef, liver, frozen, sliced	Freeze	lb	50
Beef, oven roast, frozen	Freeze	lb	240
Beef, pattie mix, (bulk), frozen or ground	Freeze	lb	188
Beef, patties, frozen	Freeze	lb	413
Beef, pot roast, frozen	Freeze	lb	80
Beef, roast, frozen, oven cooked	Freeze	lb	18
Beef for stewing, frozen	Freeze	lb	90
Bologna, frozen, beef and pork	Freeze	lb	48
Chicken, canned, boned	Dry	29-oz can	40
Chicken, frozen, broiler-fryer, cut-up	Freeze	lb	200
Fish portions, frozen, batter dipped	Freeze	lb	113
*Top sirloin butt, ribeye roll, strip loin			
Frankfurters, frozen	Freeze	lb	60
Ham, cooked, pullman-style	Chill	lb	290
Ham, cooked, frozen, boneless	Freeze	lb	90
Pork, diced, frozen	Freeze	lb	32
Pork, loin, boned	Freeze	lb	64
Pork, chops, frozen, boned	Freeze	lb	160
Pork sausage, frozen	Freeze	lb	120
Salami, frozen, cooked	Freeze	lb	52
Salmon, canned	Dry	No. 1 tall can	40
Shrimp, dehydrated, cooked, canned	Dry	No. 10 can	12
Turkey, boneless, frozen, raw	Freeze	lb	140
Veal steaks, breaded, frozen	Freeze	lb	35
<u>DAIRY FOODS AND EGGS</u>			
Butter, patties, ready-to-serve	Freeze	lb	168
Butter, prints	Freeze	lb	110
Cheese, American, processed, sliced	Chill	lb	101
Cheese, cottage, dehydrated	Dry	15 ½-oz can	10
Cheese, grated, Parmesan and Romano	Dry	3-oz co	5
Cheese, pizza blend	Freeze	No. 10 can	4
Cheese, pizza blend	Freeze	No. 10 can	4
Eggs, whole, frozen, table type	Freeze	lb	120
Egg mix, dehydrated	Dry	No. 3 cyl can	62
Ice milk, milk shake mix, dehydrated	Dry	5-lb can	19
Milk, nonfat, dry, instantized	Dry	3-lb can	95
Milk, nonfat, dry (for general purpose use)	Dry	4-lb can	25
<u>FRUITS AND VEGETABLES</u>			
Applesauce, instant	Dry	No. 2 ½ can	32
Asparagus	Dry	No. 300 can	70

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<u>Description</u>	<u>Storage type</u>	<u>Unit of issue</u>	<u>Quantity</u>
Beans, green, dehydrated, compressed	Dry	No 2 ½ can	18
Beans, kidney, canned	Dry	No. 10 can	15
Beans, wax, canned	Dry	No. 10 can	2
Beans, white, dry	Dry	lb	74
Bean sprouts, canned	Dry	No. 10 can	2
Beets, canned	Dry	No. 10 can	40
Broccoli, frozen	Freeze	lb	60
Cabbage, dehydrated, compressed	Dry	No. 2 ½ can	16
Carrots, canned	Dry	No. 10 can	27
Corn, canned, cream style	Dry	No. 10 can	16
Corn, canned, whole grain	Dry	No. 10 can	21
Cranberry sauce, canned, jellied	Dry	No. 10 can	7
Fruit cocktail, canned	Dry	No. 10 can	24
Grapefruit, canned	Dry	No. 303 can	100
Juice, apple, canned	Dry	No. 3 cyl can	33
Juice, grapefruit, instant	Dry	15 ½-oz can	16
Juice, orange, instant	Dry	15 ½-oz can	28
Juice, pineapple, canned	Dry	No. 3 cyl can	33
Juice, tomato, concentrate, canned, 3 + 1	Dry	36-oz can	32
Mushrooms, canned	Dry	Jumbo can (16-oz DW)	20
Onions, dehydrated, chopped, compressed	Dry	No. 2 ½ can	30
Peaches, canned, quarters or slices	Dry	No. 10 can	42
Pears, canned	Dry	No. 10 can	49
Peas, dehydrated, compressed	Dry	No. 2 ½ can	32
Peppers, green, dehydrated	Dry	No. 2 ½ can	30
Pimientos, canned	Dry	No. 2 ½ can	8
Potatoes, sweet, canned	Dry	No. 3 vac can	80
Potatoes, white, dehydrated, slices	Dry	lb	238
Potatoes, white, instant	Dry	No. 10 can	18
Potato,mix, dehydrated	Dry	No. 10 can	26
Prunes, whole, canned	Dry	No. 10 can	12
Sauerkraut, canned	Dry	No. 10 can	8
Spinach, canned	Dry	No. 10 can	8
Tomatoes, canned	Dry	No. 10 can	82
Vegetables, mixed, dehydrated, compressed	Dry	No. 2 ½ can	30

BAKERY AND CEREAL PRODUCTS

Biscuit mix	Dry	No. 10 can	62
Brownie mix, chocolate	Dry	No. 10 can	12
Cake mix, devil's food	Dry	No. 10 can	14
Cake mix, white	Dry	No. 10 can	14
Cake mix, yellow	Dry	No. 10 can	28
Cereal, prepared, package assortment	Dry	70 unit box	14
Cereal, rolled oats	Dry	No. 2 ½ can	45
Cereal, wheat, farina	Dry	28-oz box	23
Cookie mix, oatmeal	Dry	No. 10 can	10
Cookie mix, sugar	Dry	No. 10 can	15
Cornbread mix	Dry	No. 10 can	28
Crackers, soda, salted	Dry	lb	40
Doughnut mix	Dry	No. 10 can	28
Flour, wheat, bread	Dry	10-lb bag	126
Flour, wheat, general purpose	Dry	10-lb bag	21
Noodles, egg	Dry	lb	8
Pancake mix	Dry	No. 10 can	18
Rice, long grain	Dry	lb	60
Spaghetti	Dry	lb	68

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<u>Description</u>	<u>Storage type</u>	<u>Unit of issue</u>	<u>Quantity</u>
Starch, corn, edible	Dry	lb	7
Wheat base	Dry	5-lb bag	2
<u>SUGAR, CONFECTIONARY AND NUTS</u>			
Coconut, prepared, sweetened	Dry	No. 3 cyl can	4
Icing mix, chocolate	Dry	No. 10 can	14
Icing mix, vanilla	Dry	No. 10 can	14
Molasses	Dry	No. 2 ½ can	5
Sugar, brown	Dry	2-lb bag	15
Sugar, refined, granulated	Dry	10-lb bag	35
Sugar, refined, powdered	Dry	2-lb bag	6
Syrup, imitation, maple	Dry	No. 10 can	12
Walnuts	Dry	lb	4
<u>JAM, JELLIES, AND PRESERVES</u>			
Jam, assorted flavors	Dry	No. 2 ½ can	8
Jelly, assorted flavors	Dry	No. 2 ½ can	6
Peanut butter	Dry	No. 2 ½ can	19
<u>SOUPS</u>			
Soup, dehydrated, beef noodle w/vegetables	Dry	No. 2 ½ can	43
Soup, dehydrated, chicken flavor w/noodles	Dry	No. 2 ½ can	43
Soup, dehydrated, onion	Dry	No. 2 ½ can	14
Soup, dehydrated, tomato vegetable w/noodles	Dry	No. 2 ½ can	43
Soup and gravy base, instant, beef	Dry	No. 2 ½ can	14
Soup and gravy base, instant, chicken	Dry	No. 2 ½ can	14
Soup and gravy base, instant, ham	Dry	No. 2 ½ can	3
<u>FOOD SPECIALTY PREPARATIONS</u>			
Chili con carne, canned, w/o beans	Dry	6.75-lb can	10
Creamer, non dairy, dry	Dry	50/100 pg intermed. box	6300 pg
Dessert powder, gelatin (all flavors)	Dry	No. 2 ½ can	12
Dessert powder, pudding, instant, chocolate	Dry	No. 10 can	6
Dessert powder, pudding, instant, vanilla	Dry	No. 10 can	8
Pie filling, prepared, apple	Dry	No. 10 can	24
Pie filling, prepared, cherry	Dry	No. 10 can	12
Pizza sauce	Dry	No. 10 can	5
Sauce mix, tomato, basic	Dry	No. 2 ½ can	30
Topping, dessert and bakery products, dehydrated	Dry	1-lb can	12
<u>FOOD OILS AND FATS</u>			
Salad oil	Dry	1-gal can	7
Shortening compound, general purpose	Dry	3-lb can	90
Shortening compound, deep fry	Dry	5-qt can	10
<u>CONDIMENTS AND RELATED PRODUCTS</u>			
Baking powder	Dry	1-lb can	5
Catsup, tomato	Dry	No. 10 can	18
Mustard, prepared	Dry	No. 2 ½ can	20
Olives, green	Dry	1-qt jar	28
Olives, ripe	Dry	No. 300 can	21
Pepper, black, ground	Dry	1-lb can	3

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<u>Description</u>	<u>Storage type</u>	<u>Unit of issue</u>	<u>Quantity</u>
Pickles, cucumber, dill	Dry	No. 10 can	3
Pickles, cucumber, sweet	Dry	No. 10 can	3
Pickles, mixed, sweet	Dry	No. 10 can	4
Relish, pickle, sweet	Dry	No. 10 can	2
Salad dressing	Dry	No. 2 ½ can	40
Salt, table	Dry	5-lb bag	20
Vinegar, dry, synthetic	Dry	pg	32
Yeast, active, dry	Dry	2-lb bag	12
Yeast food	Dry	lb	5

COFFEE, TEA, AND COCOA

Cocoa, beverage, powder	Dry	2-lb bag	56
Coffee, roasted, ground	Dry	lb	338
Tea, black, individual bags	Dry	100 bag box	45

BEVERAGES, OTHER

Beverage base, assortment, powder imitation base, unsweetened	Dry	pg	25
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APPENDIX D - ADDENDUM 2

MEAL SUMMARY FOR 45-DAY SUBSISTENCE ENDURANCE BASE (SEB)

<u>Menu item</u>	Net requirement per 100 portions (breakout per meal)		Number of meals available in 45-day SEB
	Unit	Quantity	
BREAKFAST			
Fruit, canned			
Fruit cocktail	No. 10 can	4	3
Grapefruit	No. 303 can	25	4
Peaches, quarters and slices	No. 10 can	4	4
Pears	No. 10 can	4	3
Prunes, whole, canned	No. 10 can	4	3
Fruit, dehydrated			
Applesauce, instant	No. 2 ½ can	4	3
Fruit juice, canned			
Apple	No. 3 cyl can	11	3
Pineapple	No. 3 cyl can	11	3
Fruit juice, concentrated			
Tomato, canned	36-oz can	4	7
Fruit juice, instant			
Grapefruit	15 ½ oz can	4	4
Orange	15 ½ oz can	4	7
Total meals of fruit		45	
Cereals			
Assorted, ready-to-eat	70/72 unit box	1	15
Farina	28-oz box	4	10
Rolled oats	No 2 ½ can	4	20
Total meals of cereal		45	
Egg mix, dehydrated	No. 3 cyl can	5	10
Eggs, frozen, table-type	lb	12	10
Total meals of eggs		20	
Meats			
Bacon, sliced, precooked	lb	7	12
Beef, minced	lb	30	3
Corned beef (frozen) hash	lb	20	2
Ham, canned, pullman-style	lb	20	9
Pork, sausage patties	lb	12	10
Pork chops, frozen	lb	32	2
Roast beef hash (beef chunks, canned)	29-oz can	32	2
Total meals of meat		40	
Boston baked beans	lb	8	4
Potatoes, dehydrated, slices			

NAVSUP P-486 Volume I – Food Service Management

<u>Menu item</u>	Net requirement per 100 portions (breakout per meal)		Number of meals available in 45-day SEB
	Unit	Quantity	
Hashed browned	lb	8	5
Lyonnais	lb	8	5
O'Brien	lb	8	5
Total meals of potatoes and beans		19	
Breads and rolls			
Biscuits (mix)	No 10 can	4	4
Corn bread (mix)	No 10 can	3	3
Doughnuts (mix)	No 10 can	4	7
French toast			6
Pancakes (mix)	No 10 can	3	6
Sweet rolls			4
Toast (galley-baked bread)			12
Quick coffee cake (biscuit mix)	No 10 can	2	3
Total meals of bread and rolls		45	
Syrups and spreads			
Jams, assorted flavors	No. 2 ½ can	1	8
Jelly, assorted flavors	No. 2 ½ can	1	6
Peanut Butter	No. 2 ½ can	1	5
Syrup, maple, imitation	No. 10 can	1	12
Total meals of syrup and spreads		31	
LUNCH AND DINNER			
Butter/margarine patties and beverages:	See end of table		
Soup			
Dehydrated			
Beef noodle w/vegetables	No. 2 ½ can	4	9
Chicken flavored w/noodles	No. 2 ½ can	4	10
Onion	No. 2 ½ can	2	7
Tomato-vegetable w/noodles	No. 2 ½ can	4	8
Galley prepared			
Bean			2
Cream of tomato			4
Vegetable			5
Total meals of soup		45	
Soup accompaniments			
Crackers, soda, salted	lb	2	20
Croutons and/or toast sticks			25
Meat, fish, and poultry			
Beef, boneless			
Dry heat steaks			
Grilled steaks	lb	44	5

NAVSUP P-486 Volume I – Food Service Management

<u>Menu item</u>	Net requirement per 100 portions (breakout per meal)		Number of meals available in 45-day SEB
	Unit	Quantity	
Dry heat roasts			
Oven roast of beef	lb	40	6
Precooked oven roast			
Italian pepper beef sandwich	lb	18	1
Moist heat, beef for swissing			
Swiss steak w/tomato sauce	lb	38	4
Moist heat pot roast			
Pot roast of beef	lb	40	2
Beef for stewing			
Braised beef cubes	lb	30	2
Braised beef and noodles	lb	30	1
Ground			
Meat Loaf	lb	30	3
Pizza (ground beef)	lb	8	3
Preformed beef patties	lb	38	11
Spaghetti w/meat sauce	lb	30	3
Beef liver, sliced, frozen	lb	25	2
Beef, canned			
Beef pie w/biscuit topping	29 oz can	16	2
Sloppy Joe (beef chunks w/natural juices)	29-oz can	16	2
Chili con carne	6 ¾ lb can	4	2
Frankfurters, grilled (frozen)	lb	20	3
Pork, cured			
Ham, cold, sliced (canned, pullman-style)	lb	25	2
Ham, grilled, sliced (canned, pullman-style)	lb	30	2
Ham, hot, baked (cooked, boneless, frozen)	lb	30	3
Pork			
Braised pork chops	lb	33	3
Pork chop suey (pork, boneless, diced)	lb	32	1
Roast, pork loin (pork loin boneless)	lb	32	2
Sausage platter with cheese			
Bologna	lb		12
Processed American cheese, sliced	lb	8	4
Salami	lb	13	
Poultry			
Chicken			

NAVSUP P-486 Volume I – Food Service Management

<u>Menu item</u>	Net requirement per 100 portions (breakout per meal)		Number of meals available in 45-day SEB
	Unit	Quantity	
tetrazzini (canned)	29-oz can	10	4
Fried chicken	lb	65	3
Grilled chicken fillet (boneless, cooked)	lb	19	1
Roast turkey (boneless, raw)	lb	40	4
Fish, canned			
Baked salmon loaf	15 ½-oz can	20	2
Fish, dehydrated			
Shrimp, cooked	No. 10 can	4	3
Fish, frozen			
Baked fillets	lb	25	3
Veal steaks, breaded	lb	38	1
Total meals of meat, fish, and poultry		90	
Gravies and sauces			
Brown gravy			24
Horseradish cocktail sauce			3
Tartar sauce (Salad Dressing)	No 2 ½ can	4	3
Total meals of gravies and sauces		30	
Potatoes and potato substitutes			
Potatoes, dehydrated			
Golden potato balls			
dehydrated, instant)	No. 10 can	1	4
Mashed (dehydrated instant)	No. 10 can	1	14
Hash browned (dehydrated slices)	lb	8	8
Lyonnaise (dehydrated slices)	lb	8	6
Potatoes, sweet, canned			
candied	No. 3 vac can	20	4
Potato mix, dehydrated	lb	8	8
Potato substitutes			
Boston baked beans	lb	8	3
Bread dressing			4
Spaghetti	lb	12	3
Steamed rice	lb	10	6
Total meals of potatoes and potato substitutes		60	
Vegetables, canned			
Asparagus	No 300 can	35	2
Beets, harvard	No. 10 can	4	5
Carrots, lyonnaise	No. 10 can	4	6
Corn, cream style	No. 10 can	4	4
Corn, whole, simmered	No. 10 can	4	3
Spinach, simmered	No. 10 can	4	2
Sauerkraut, simmered	No. 10 can	4	2

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<u>Menu item</u>	Net requirement per 100 portions (breakout per meal)		Number of meals available in 45-day SEB
	Unit	Quantity	
Tomatoes, simmered	No. 10 can	4	5
Vegetables, dehydrated compressed			
Beans, green, creole	No. 2 ½ can	2	8
Onions, smothered	No. 2 ½ can	6	6
Mixed, vegetables, simmered	No. 2 ½ can	3	6
Peas, hot	No. 2 ½ can	4	8
Vegetables, frozen			
Broccoli with cheese sauce	lb	20	3
Total meals of vegetables		60	
Salads and relishes			
Cheese Cottage (dehydrated) and peach	No. 10 can	2	5
Fruit Salads			
Pear and grated cheese	No. 10 can	3	7
Vegetable salads			
Cabbage and pepper salad (dehydrated, compressed cabbage)	No 2 ½ can	3	2
Cole slaw (dehydrated, compressed cabbage)	No. 2 ½ can	3	4
Cooked vegetable			
(dehydrated, compressed mixed vegetables)	No 2 ½ can	3	4
Kidney beans (canned)	No 10 can	3	3
Pickled beets	No. 10 can	4	5
Pickled green beans (dehydrated, compressed, green beans)	No 2 ½ can	2	1
Three bean (green, kidney, wax)	No. 10 can	1	2
Tomatoes (canned), chilled, w/Parmesan cheese	No. 10 can	3	3
Relishes			
Corn relish (galley prepared)			3
Cranberry sauce (canned)	No. 10 can	1	7
Olives, assorted	1-qt jar	4	
	No. 300 can	3	7
Pickles, assorted	No. 10 can	1	7
Total meals of salads and relishes		60	
Salad dressings			
Salad dressing (canned)	No. 2 ½ can	2	14
Galley prepared			8
Total meals of salad dressing		22	
Breads and rolls			

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<u>Menu item</u>	Net requirement per 100 portions (breakout per meal)		Number of meals available in 45-day SEB
	Unit	Quantity	
Biscuits (mix)	No 10 can	4	12
Bread, whole wheat			8
Bread, white			42
Corn bread (mix)			8
Rolls, pan			20
Total meals of breads and rolls		90	
Desserts, baked			
Cakes (mix)			
Devil's food	No. 10 can	2	7
White	No. 10 can	2	7
Yellow	No. 10 can	2	14
Cake icings			
Icing, chocolate (mix)	No. 10 can	1	14
Icing, vanilla (mix)	No. 10 can	1	14
Cookies			
Brownies, chocolate (mix)	No. 10 can	3	4
Oatmeal (mix)	No. 10 can	2	4
Peanut butter (sugar cookie mix)	No. 10 can	2	4
Sugar (mix)	No. 10 can	2	4
Pies			
Apple (dehydrated pie filling with American cheese)	No. 10 can	3	6
Cherry (pie filling, prepared)	No. 10 can	4	3
Chocolate with whipped topping (dessert powder, instant)	No. 10 can	2	2
Coconut cream (dessert powder, instant)	No. 10 can	2	3
Desserts, other			
Fruit, canned			
Fruit cocktail	No. 10 can	4	3
Peaches, quarters and slices	No. 10 can	4	3
Pears	No. 10 can	4	4
Fruit, dehydrated			
Applesauce, instant	No. 2 ½ can	4	4
Gelatin desserts with whipped topping	No. 2 ½ can	3	4
Soft serve ice cream (dehydrated mix)			
Chocolate	No. 10 can	2	5
Vanilla	No. 10 can	2	5
Ice cream toppings			
Fudge	No. 10 can	1	3
Strawberry	No. 10 can	1	2
Puddings (dessert powders,			

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<u>Menu item</u>	Net requirement per 100 portions (breakout per meal)		Number of meals available in <u>45-day SEB</u>
	Unit	Quantity	
instant)	No 10 can	1	2
Chocolate	No. 10 can	1	2
Vanilla			
Total meals of desserts		90	
Beverages			
Beverage base, drinks	Env	1	16
Coffee, roasted, ground	lb	2.5	135
Milk, nonfat, dry, instantized	3-lb can	2	45
Tea, individual bags	Box	1	45
Cocoa, beverage	2-lb bag	3	18
Butter			
Patties, ready-to-serve	lb		68
Prints	lb		45
Margarine Patties, ready-to-serve	lb		67

APPENDIX D –ADDENDUM 3

**ESTIMATED SIX-MONTH REQUIREMENTS FOR SPICES
AND OTHER LOW-USE STAPLE ITEMS**

<u>Item</u>	<u>Unit of Issue</u>	<u>Net quantity for six month for 100 personnel</u>
Baking soda	1-lb box	3
Bay leaves	2-oz jr	1
Celery seed	3 to 4-oz jr	4
Chili powder	1-lb can	3
Chili sauce	10 to 12-oz bt	60
Cinnamon, ground	3 to 4-oz bt	5
Cloves, ground	1 to 2-oz jr	3
Cloves, whole	1 to 2-oz jr	10
Flavoring, imitation, maple	8-oz bt	3
Flavoring, imitation, vanilla	8-oz bt	36
Flavoring, lemon	8-oz bt	3
Garlic, dehydrated	12-oz jr	1
Horseradish, dehydrated	2 ½ oz bt	7
Mace, ground	1 to 2-oz jr	8
Mustard, flour	3 to 4-oz jr	18
Nutmeg, ground	1 to 2-oz jr	17
Oregano, ground	1 to 2-oz jr	5
Paprika, ground	4-oz jr	9
Pepper, red, ground	2-oz jr	2
Poultry seasoning, ground	3 to 4-oz jr	1
Sesame seed	3 to 4-oz jr	2
Soy Sauce	4 to 10-oz bt	12
Thyme, ground	2-oz jr	3
Worcestershire sauce	5 to 10-oz bt	10

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APPENDIX E

SUBSTITUTION FACTORS FOR CUSTOM FOODS

The following table lists substitution factors. Column E factors will be used to compute the quantities of conventional foods required to replace known quantities of custom foods. The factors listed in Column F will be used to compute the quantities of custom foods required to replace the known quantities of conventional foods. The factors listed in columns E and F permit direct conversions to standard units of issue.

EXAMPLE

Quantity of egg mix, dehydrated x Factor (column E) = Equivalent quantity of shell eggs

$$55 \text{ No. 3 cyl cn} \times 3.33 = 183.15 \text{ dz}$$

SUBSTITUTION FACTORS FOR CUSTOM FOODS

Custom Foods	Unit of Issue	Conventional Foods	Unit of Issue	Substitution Factors	
				Custom to Conventional (BxE=D)	Conventional to Custom (DxF=B)
A	B	C	D	E	F
Apples, dehy, pie style	10 can	Apples, sliced, canned	#2 cn	12.00	.083
Apples, dehy, pie style	#10 cn	Apples, sliced, canned	#10 cn	1.500	.667
Applesauce, instant	#2 ½ cn	Applesauce, canned	#303 cn	6.250	.160
Applesauce, instant	#2 ½ cn	Applesauce, canned	#10 cn	1.000	1.000
Bacon, sliced, precooked, cn	#10 cn	Bacon, sliced, fzn	lb	4.00	.25
Beans, green, dehy, compressed	#2 ½ cn	Beans, green, canned	#303 cn	14.00	.071
Beans, green, dehy, compressed	#2 ½ cn	Beans, green, canned	#10 cn	2.000	.500
Beans, green, dehy, compressed	#2 ½ cn	Beans, green, fzn	lb	8.000	.125
Beans, kidney, dry	lb	Beans, kidney, canned	#303 cn	3.202	.312
Beans, kidney, dry	lb	Beans, kidney, canned	#10 cn	.457	2.19
Beans, lima, dry	lb	Beans, lima, canned	#10 cn	.500	2.000
Beans, lima, dry	lb	Beans, lima, canned	#303 cn	3.5	.285
Beans, pinto, dry	co	Beans, pinto, canned	#303 cn	3.5	.285
Beef, chunks, w/nat juices	29 oz cn	Beef, diced, fzn	lb	1.875	.533
Beef, oven roast, precooked, fzn	lb	Beef, oven roast roast boneless	lb	1.415	.706
Beef, ribeye roll, boneless	lb	Beef, rib, fzn	lb	1.153	.866
Beef w/barbecue sauce	#10 cn	Beef, barbecue, (sloppy joe) prepared	100 por. bat.	.33	3.00
Beverage base, liquid (for use w/carbonated disp)	gl	Beverage, carbonated	12 oz cn	74.00	.0136
Beverage base powder, unsw	pg	Beverage base, non-carbon, liquid	gl	5.00	.20
Cabbage, dehy, compressed	#2 ½ cn	Cabbage, fresh	lb	6.66	.15
Cake mix, (asst flavors)	#10 cn	Cake, sheet (galley prep)	100 por. bat.	50	2.00
Cheese, cottage, dehy	#10 cn	Cheese, cottage, fresh	lb	6.00	.167
Cheese, Amer., dehy	#10 cn	Cheese, American., processed	lb	8.00	.125
Chicken, boned, canned	29 oz cn	Chicken, whole, RTC, fzn	lb	5.00	.20
Chicken, cut-up, fzn	lb	Chicken, whole, RTC, fzn	lb	1.26	.792
Coffee, fzn-dried, instant	802 pg	Coffee, roasted, ground, 20#	lb	2.125	.47
Cookie, mix, 5 lb	#10 cn	Cookies, galley, prepared	100 por. bat.	.50	2.00
Doughnut mix	#10 cn	Doughnuts, galley, prepared	100 por. bat.	.500	2.000
Egg mix, dehy	3 cyl cn	Eggs, fresh, in shell	Dz	3.33	.330
Eggs, whole, fzn, bakery/table type	lb	Eggs, fresh, in shell	dz	.83	1.20

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Custom Foods	Unit of Issue	Conventional Foods	Unit of Issue	Substitution Factors Custom to Conventional Conventional to Custom	
				(BxE=D)	(DxF=B)
A	B	C	D	E	F
Garlic, dehy	12 oz jr	Garlic, dry	lb	2.625	.38
Ham, canned, chunks	29 oz cn	Ham, boneless, cn or fzn	lb	.909	1.1
Horseradish, dehy	2 ½ oz bt	Horseradish, prepared	qt	3.00	.33
Ice milk, milk shake mix, dehy	#10	Ice milk, liq., chilled	ql	1.75	.57
Juice, grape, instant	#2 ½	Juice, grape, canned	3 cyl cn	.357	2.8
Juice, grape, instant	#2 ½ cn	Juice, grape, fzn (3 + 1)	32 oz cn	1.00	1.00
Juices, grapefruit & orange instant	15 ½ oz cn	Juices, grapefruit & orange, canned 3 cyl cn	2.8	.357	
Juices, grapefruit & orange, instant	15 ½ oz cn	Juices, grapefruit & orange, fzn (3 + 1)	32 oz cn	1.00	1.00
Juice, tomato, concentrate	36 oz cn	Juice, tomato, canned	3 cyl cn	2.91	.342
Lemon pie filling mix	5 lb cn	Lemon pie filling, prepared	#10 cn	2.83	.35
Milk, dry, nonfat, instantized	1 lb cn	Milk, whole, fresh	gl	1.00	1.00
Milk, dry, nonfat, instantized	3 lb cn	Milk, whole, fresh	gl	.33	3.00
Milk, dry, nonfat	5 lb cn	Milk, whole, fresh	gl	.20	5.00
Mixed, vegetables, compressed	# 2 ½ cn	Mixed vegetables, fzn	lb	6.000	.167
Onions, dehy, chopped, compressed	#2 ½ cn	Onions, dry	lb	25.00	.04
Parsley, dehy	1 ½ oz cn	Parsley, fresh	lb	1.00	1.00
Peas, green, dehy, compressed	#2 ½ cn	Peas, green, fzn	lb	4.500	.222
Peas, green, dehy, compressed	#2 ½ cn	Peas, green, canned	#303 cn	7.000	.143
Peas, green, dehy, compressed	#2 ½ cn	Peas, green, canned	#10 cn	1.000	1.000
Peppers, green, dehy	#2 ½ cn	Peppers, sweet, fresh	lb	1.59	.628
Pizza sauce	#10 cn	Pizza sauce (galley prepared)	100 por. bat.	1.333	.752
Pork chops, boneless, fzn	lb	Pork loin, bladeless, fzn	Lb	1.48	.673
Pork chops, dehy	#10 cn	Pork loin, bladeless, fzn	lb	5.2	.192
Pork, diced, fzn	lb	Pork butt, fzn	lb	1.09	.914
Pork loin, boneless, fzn	lb	Pork loin, bladeless, fzn	lb	1.56	.655
Potatoes, white, dehy, sliced	5 lb bg	Potatoes, white, fresh	lb	5.712	.175
Potatoes, white, instant	#10 cn	Potatoes, white, fresh	lb	43.063	.023
Potatoes, white, french fries, fzn	lb	Potatoes, white, fresh	lb	1.582	.632
Potato mix, (for french fries)	#10 cn	Potatoes, fzn	lb	17.30	.057
Sauce mix, tomato	#2 ½ cn	Spaghetti sauce (galley prep)	100 por. bat.	.133	7.5
Shrimp, cooked, dehy	#10 cn	Shrimp, peeled, fzn	Lb	7.04	.0142
Shrimp, cooked, dehy	#10 cn	Shrimp, unpeeled, fzn	lb	8.803	.352
Soup, beef noodle, dehy	#2 ½ cn	Soup, beef noodle (galley prep)	100 por. bat.	3.00	.33
Soup, chicken flavor w/noodles, dehy	#2 ½ cn	Soup, chicken noodle (galley prep)	100 por. bat.	4.000	.250
Soup, onion, dehy	1 ½ oz cn	Soup, onion, (galley prep)	100 por. bat.	2.000	.500
Soup, tomato veg w/noodle, dehy	#2 ½ cn	Soup, vegetable, (galley prep)	100 por. bat.	4.000	.250

APPENDIX F

CHILL, FREEZER, AND DRY STORAGE OF PERISHABLE SUBSISTENCE

(ALL PARTS EXTRACTED FROM DOD 4145, 19-R-1, 15 SEPTEMBER 1979)

PERISHABLE SUBSISTENCE COMPATABILITY GROUPS

Group 1

Temperature: 32° to 34°F (0° to 1°C).

Relative humidity: 90 to 95 percent.

Atmosphere: Normally used on berries and cherries only - 10 to 20 percent carbon dioxide (CO₂).

Ice: Never in contact with commodity.

Note: Most members of this group not compatible with Group 6a or 6b because ethylene production by Group 1 can be high, and thus harmful to members of Group 6a or 6b.

Apples (except those varieties listed in Group 3)

Apricots

Berries (except cranberries)

Cherries

Figs (not with apples, danger of odor transfer to figs; also see Group 6a)

Grapes (not fumigated with sulfur dioxide (SO₂) in vehicle and no chemicals that release SO₂ should

be included in packages.)

Peaches

Pears

Persimmons, Plums and Pomegranates

Quinces

Group 2

Temperature: 55° to 65°F (13° to 18°C)

Relative humidity: 85 to 95 percent.

Ice: Never in contact with commodity.

Avocados

Bananas

Eggplant (also see Group 5)

Grapefruit¹

Guava

Limes

Mangoes

Muskmelons, other than cantaloupes

Casaba

Crenshaw

Honey Dew

Persian

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Olive, fresh
Papayas
Pineapples (not with avocados, danger of avocados' odor absorption)
Tomatoes, green
Tomatoes, pink (also see Group 4)
Watermelons (also see Groups 4 and 5)

Group 3

Temperature: 36° to 41°F (2° to 5°C).
Relative humidity: 90 to 95 percent; cantaloupes about 95 percent.
Ice: In contact only with cantaloupes.
Apples (Grimes Golden and Jonathan (both, certain areas), Yellow Newton (California) and McIntosh
Cantaloupes
Cranberries
Lemons¹ (use 50° to 55°F (10° to 13°C) for more than a month)
Lychees (also see Group 4)
Oranges¹ (Florida or Texas)
Tangerines

Group 4

Temperature: 40° to 45°F (4° to 7°C); beans 38° to 42°F (3° to 6°C).
Relative humidity: About 95 percent.
Ice: Never in contact with commodity
Beans snap
Lychees (also see Group 3)
Okra
Oranges¹ (California or Arizona)
Peppers, green (not with beans)
Peppers, red (if with green peppers, temperature adjusted toward top of range)
Squash, summer
Tomatoes, pink (also see Group 2)
Watermelons (also see Groups 2 and 5)

Group 5

Temperature: 50° to 55°F (10° to 13°C); ginger not below 55°F.
Relative humidity: 85 to 90 percent.
Ice: Never in contact with commodity.
Cucumbers
Eggplant (also see Group 2)
Ginger (not with eggplant, also see Group 7)
Potatoes (late crop)
Pumpkin and Squashes, winter
Watermelon (temperature adjusted for other members of the group; also see Groups 2 and 4).

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Group 6a

This group, except for figs, grapes and mushrooms, is compatible with Group 6b

Temperature: 32° to 34°F (0° to 1°C).

Relative humidity: 95 to 100 percent.

Ice: Never in contact with asparagus, figs, grapes, and mushrooms.

Artichokes

Asparagus

Beets, red

Endive and escarole

Figs (also see Group 1)

Grapes (not furnished with sulfur dioxide (SO₂) in vehicle and no chemicals that release SO₂ should be included in packages)

Greens

Leek (not with figs or grapes)

Lettuce

Mushrooms

Parsley

Parsnips

Peas

Rhubarb

Salsify

Spinach

Sweet Corn

Watercress

Group 6b

This group is compatible with Group 6a, except for figs, grapes, and mushrooms.

Temperature: 32° to 34°F (0° to 1°C).

Relative humidity: 95 to 100 percent.

Ice: Contact acceptable for all.

Broccoli

Brussels sprouts

Cabbage

Cauliflower

Celeriac

Celery

Horseradish

Kohlrabi

Onions, green (not with rhubarb, figs, or grapes; probably not with mushrooms or sweet corn)

Radishes

Rutabagas

Turnips

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Group 7

Temperature: 55° to 65°F (13° to 18°C)

Relative humidity: 85 to 90 percent.

Ice: never in contact with commodity.

Ginger (also see Group 5)

Potatoes, early crop (temperatures adjusted for others)

Sweet Potatoes

Group 8

Temperature: 32° to 34°F (0° to 1°C)

Relative humidity: 65 to 70 percent.

Ice: never in contact with commodity.

Garlic

Onions, dry

¹Citrus Fruits – Biphenyl fungicide may impart off odors to other commodities.

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CHILL STORAGE OF PERISHABLE SUBSISTENCE

Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Apples ¹ Red delicious, Washington (other varieties - see at end of chill table)	30	32-35	90	See Note 1 See Note 1
Apricots	30	32-35	90	7-21
Asparagus, fresh	31	32	95	10
Avocados Lula, both varieties, usually rough skinned	31	40-45	85-90	14-30
West Indian varieties, usually smooth skinned	31	40-45	85-90	12-14
Bacon ⁵ slab		32-35	85-90	60
sliced		32-35	85-90	14
Banana: green	30	56-58	90-95	7-10
ripe	30	56-58	85	3-4
Beans: green or waxed	31	45-50	95	7-10
lima	31	32	95	7-14
Beets, bunched	31	32-35	95-100	10-14
Beets, topped ⁷	30	32-35	95-100	120-180
Berries, black, rasp, logan, young dew	31	32-35	90-95	2-3
Berries, strawberry	31	32-35	90-95	5-7
Blueberries	30	32-35	90-95	7-15
Bologna ⁵ Lebanon		32-35	89-90	60
50 percent beef		32-35	85-90	30
Broccoli	31	32-35	95+	14-21
Brussels sprouts	30	32-35	90-95	21-35
Butter, prints and patties		32-35	Less than 55	60
Cabbage: red	32	32-35	90-95	21-42
summer types	31	32-35	90-95	21-42
winter types	31	32-35	90-95	90-120
Chinese, table ready, shredded	31	32-35		7-10
Cantaloupe: hard ripe ²	30	35-45	90-95	7-14
fullslip	30	32-35	90-95	5-14

See Notes at end of chill storage table on page 12

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Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Carrots: ^{7, 12}				
table ready, sliced	30	32-35		10-14
mature, topped	30	32-35	98-100	120-150
immature, topped	31	32-35	98-100	28-43
bunched	30	32-35	95-98	10-14
Casaba melon	30	45-55	90-95	28-42
Catsup:				
boat, envelopes ¹⁰		35-45	80-90	180
cup, foil pouch ¹⁰		35-45		365
Cauliflower	31	32-35	95+	14-28
Celery:				
northern grown ⁷	31	32	95	35-60
California or Florida	31	32	95	34-42
Cherries, sweet ¹¹	29	32	90-95	14-21
Cheese:				
blue veined, natural		32-35	70	90-180
cheddar, natural	25	35-45	70	365
cottage	30	32-35	70	10-15
cream		35-45	70	120
mozzarella, natural		35-45	70	30
process American, pimento or Swiss loaf	25	35-45	70	180
sliced		35-45	70	180
Parmesan, natural		35-45	70	300
pizza blend		35-45	70	180
provolone, natural		35-45	70	90
Romano, natural		35-45	70	300
Swiss, natural	25	35-45	70	240
Chocolate drink	29	32-35		7
Clams, shucked		32-35		4
Cookie dough		32-35	60-90	14
Corn on the cob, top-iced	31	32-35	95	4-8
Cranberry:				
fresh	30	36-40	90-95	60-120
sauce, cup ¹⁰		50		180
Cream:				
half and half, including filled	31	32-35		10
sour, cultured	31	32-35		20
table, including filled	31	32-35		10
whipping	31	32-35		10
whipping, ultra-pasteurized (UP) ¹⁴	31	35-40		28
Crenshaw melon	30	45-55	90-95	14
Cucumbers	31	45-55	90-95	10-14
Currants	30	31-32	90-95	7-14

See Notes at end of chill storage table on page 12

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Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Eggnog	28	32-35		14-21
Eggnog (UP) ¹⁴	28	32-35		28-35
Eggs, shelled				
fresh	27	29-31	80-85	30
oil processed	27	29-31	70-80	60
Eggplant ²	31	45-50	90-95	7-14
Figs, fresh	27	32-35	85-90	7-10
Frankfurters,				
cartons		32-35	85-90	15
flexible package		32-35	85-90	30
French dressing, cup, boat or envelope	31	45-55	50-60	90
Fruitcake, fresh		32-35	50-60	360
Fruits, dried	22-26	45-55	50-60	180
Garlic, dry	31	32	65-70	180-210
Grapefruit ⁹	30	50	85-90	28-42
Grapes:				
American, types	30	32	85	21-56
European, types	28	30	90-95	60-180
Greens:				
endives, escarole ⁷	32	32	95+	14-21
collars, kale, beet, mustard, turnip, chicory	31	32	95	10-14
Ham: ⁵				
cured, canned		32-35	60-65	270
boneless, cooked		32-35	85-90	30
smoked ⁶		32-35	85-90	30
Honeyball/Honeydew melon	31	45-55	90-95	14-21
Horseradish, prepared	30	32-35		90
Jams, jellies, preserves:				
boat, envelope ¹⁰		35-45	80-90	180
cup, foil pouch ¹⁰		35-45		365
Lettuce, iceberg, individually wrapped in polyester film	31	32-35	95-100	21-42
Lettuce, unwrapped	31	32-35	95-100	14-21
Lettuce, leaf, romaine	31	32-35	95-100	5-8
Lobster, live in water		32-50		check daily
Lemons	28	45-55	85-90	14-21
Lemon juice, reconstituted, ind. Serving, pkg.	30	45-55		125
Limes	29	45-55	85-90	42-56

See Notes at end of chill storage table on page 12

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Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Luncheon loaf		32-35	85-90	14
Mangoes	30	50-55	85-90	14-21
Margarine, prints and patties		32-35	40-60	90
Milk:				
buttermilk	31	32-35		14
chocolate flavored	29	32-35		10
chocolate flavored (UP) ¹⁴	29	35-45		28-35
fluid, pasteurized, all types	30	32-35		7-10
fluid, homogenized ¹⁴ (UP)	31	35-45		28
Ice milk, mix, fresh, liquid	31	32-35		10
shake, mix, fresh, liquid	31	32-35		10
Mushrooms	30	32-35	90-95	3-5
Mustard:				
boat, envelope ¹⁰	30	45-55	80-90	90
cup, foil pouch ¹⁰	30	45-55		270
Nectarines	30	32-35	90	14-30
Onions:				
Bermuda	30	32-35	65-70	30-60
globe, dry	30	32-35	65-70	180-240
green, top-iced	30	32-35	95	10-28
Spanish	30	32-35	65-70	90-180
peeled or green, table ready	31	32-35	65-70	5-7
Oranges:				
California ¹³	30	35-45	85-90	21-56
Florida, Texas	30	32-35	85-90	56-84
Temple, Tangelos	30	35-45	85-90	14-28
Orange juice	30	32-35		21
Papaya	30	45-55	85-90	7-12
Parsley	30	32-35	95	30-60
Parsnips	30	32-35	98-100	60-180
Peaches	30	32-35	90-95	14-30
Peanut Butter:				
boat, envelope		45-55	50	90
cup, foil pouch		45-55	50	180
Pears ^{3,4}	29	29-31	90-95	See note 4
Peppers, sweet	31	45-55	92-95	14-21
Peppers, dry, chili		32-35	60-70	180
Pepperoni, dry ⁵		32-35	75-80	45
Persian melons	31	45-55	90-95	14

See Notes at end of chill storage table on page 12

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Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Pies:				
fruit, fresh		32-35	80-85	3
fried, fresh		32-35	80-90	5
Pineapple:				
mature, green ²	30	45-55	85-90	14-28
ripe	30	45-55	85-90	14
Plums	30	32-35	90-95	21-35
Pork, wholesale cuts ⁵		32-35	85-90	5
Poultry, all forms	27	32-35	95-100	5
Potatoes, sweet (cured at 85°F) ²	30	55-60	85-90	90-120
Potatoes, white:				
early crop, uncured	31	45-55	95	60-90
early crop, cured before storage	31	35-45	95	120-150
late crop	31	35-45	95	150-240
peeled, table ready	31	32-35	95	5-9
Radishes:				
spring, topped, poly bag	31	32-35	95+	21-30
spring, table ready	31	32-35	95+	10-12
winter, topped	28	32-35	90-120	90-120
Rhubarb	30	32-35	95	14-30
Rolls, brown and serve		32-35	80-85	21
Rutabagas, topped	30	32-35	98-100	120-180
Salad dressing, cup, boat envelope ¹⁰		45-55	80-90	90
Salami: ^{5,6}				
dry		32-35	75-80	45
cooked		32-35	85-90	15
Sausage: ⁵				
Liver		32-35	85-90	14
New England style		32-35	85-90	10
pork links		32-35	85-90	14
pork bulk		32-35	85-90	14
Scallops		32-35	85-90	4
Shallots	32	32-35	95	10-28
Shortening compound, carton		32-35	55	180
Syrup, imitation, boat or envelope ¹⁰		50	80-90	365
Spinach	31	32	95	10-14
Squash, fall and winter,				
Hubbard	30	45-55	70-75	180
acorn	31	45-55	70-75	35-56
butternut	30	45-55	50	60-90
summer	31	32-35	90-95	4-5

See Notes at end of chill storage table on page 12

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Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Tangerines	30	32-35	85-90	14-28
Tomatoes				
mature, green ²	31	55-60	85-90	14-21
pink	31	45-55	85-90	7-10
firm, ripe	31	45-55	85-90	4-7
full color development	31	32-35	85-98	21 after dev of full color
Turnips	30	32-35	95	120-150
Watermelon	31	32-35	85-90	14-21
Yeast, bakers: active dry		32-35	60-70	365
Yogurt, plain or fruit flavored	30	32-35		30

See Notes at end of chill storage table on page 12

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Variety of Apples	Storage period (months) Normal	Maximum	Variety of Apples	Storage period (months) Normal	Maximum
Baldwin	4 to 6	7	Northern Spy	4 to 5	8
Cortland	3 to 4	5	Rhode Island		
Delicious	4 to 5	8	Greening	3 to 4	6
Golden Delicious	4 to 6	8	Rome Beauty	4 to 5	7
Gravenstein	0 to 2	3	Stayman, Winesap	4 to 5	6
Grimes Golden (some areas 34-36°F)	2 to 3	4	Wealthy	0 to 2	3
			Winesap	5 to 7	8
			Yellow Newton (Calif. 38-48°F)	5 to 6	8
Jonathan (some areas 35-36°F)	2 to 3	4	York Imperial	4 to 5	6
McIntosh (some areas 38°F)	2 to 4	5			

The length of time apples can be held successfully in cold storage at 32°F, unless otherwise specified, will vary with the variety, with the district where grown, as well as with their condition when harvested. Controlled atmosphere can extend storage life an additional 2 to 4 months.

*Stored in polyethylene bag liners (unsealed)

	Length of Storage Period (months)
Storage of Pear varieties at 30 to 31°F	
Stored immediately after harvest at 30 to 31°F	
Anjou	4 to 6*
Bartlett, Comice, Hardy, and Kieffer	2 to 3
Bose and Seckel	3 to 4*
Packam	5 to 6
Winter Nelis	6 to 7

For best ripening, pears should be held 65°F, for 2 to 3 days prior to serving.

Pears-Length of sale storage for certain varieties of pears.

*The storage life of Anjou, Bartlett, Bose and Comice pears may be extended for an additional 1-2 months by packaging in polyethylene liners.

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Notes

¹ See page F-11.

² Damage will result if item is stored at a lower temperature than indicated.

³ See page F-11.

⁴ See page F-11.

⁵ Carcasses and cuts: Quarters and cuts of beef, lamb and veal should be hung or placed on racks when in chill space. If such items are in a solid frozen condition when received, stow as compactly as possible in the freezer space. Frozen boneless beef should be stacked compactly. Veal carcasses or cuts, particularly of the lighter weights and lower grades, are subject to rapid deterioration. Holding time of such items in the chill space should be held to a minimum. Fresh chilled pork cuts should be treated as highly perishable.

Variety meats and sausage: Such items are highly perishable. Hold storage time to a minimum.

Cured and smoked meat: The keeping qualities of cured and smoked meats depend upon the type of cure, the length of smoking period, and the method of packaging. The storage life of such items if further influenced by the condition of the storeroom with regard to humidity, temperature and sanitation.

Growth of mold and development of rancidity in hams and bacon can be retarded by stowing such items in the chill space for current consumption and in freezer space for seasonal stocks. Since the growth of mold on cured and smoked meats is favored by the presence of condensed water, excessive humidity should be avoided. If the relative humidity is higher than recommended, it is essential that good air circulation be maintained.

Hams and bacon that has been individually wrapped in one or more layers of paper have a tendency to retain upon the surface of the meat any moisture, which may have come from the product after wrapping. This moisture in a measure, stimulates mold and bacterial growth. If hams so wrapped are held at temperatures of 45°F or above for a considerable length of time, mold and slime will form on the surface of the meat. Surface slime and mold make the ham unattractive and unpleasant to handle, but do not necessarily indicate spoilage. Accordingly, such products should be carefully inspected to determine how far the mold has penetrated.

⁶ Very susceptible to mold growth on surface. Inspect and wipe often.

⁷ This item keeps better unwashed.

⁸ This commodity should not be stored with items such as apples and grapefruit since they will acquire an onion taste. Compartments should be kept dark.

⁹ The refrigerated storage of Florida grapefruit is not recommended for more than a limited period and then only if the fruit is inspected at intervals. Grapefruit is very susceptible to rind pitting and aging at comparatively low temperatures, especially 38°F, (as compared with 32°F). At higher temperatures, such as 50°F the rapid development of decay is uncontrolled.

¹⁰ Keeping time in uncontrolled storage (dry space) is less than 3 months because of desiccation and because of swelling due to microbial activity.

¹¹ Sweet cherries packed in sealed polyethylene bag liners can be stored for up to 21 days.

¹² Carrots may become bitter if stored with fruits which give off ethylene gas, such as apples and pears. If carrots are bitter, they should be stored at room temperature several days before use.

¹³ California and Arizona varieties are more susceptible to low temperature rind disorders.

¹⁴ Imperfect seals will reduce shelf life.

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STORAGE LIFE FROZEN SUBSISTENCE

Storage Life of Frozen Subsistence at 0°F or below

Item	Approx Storage Life (Months)
Apple juice, concentrated	30
Asparagus	12
Bacon: ^{2,3}	
slab, vacuum packed	12
sliced, nonvacuum packed	2
sliced, vacuum packed	6
Canadian	9
Beans:	
green	12
lima	14
wax	12
Beef: ²	
Boneless	12
carcass, wholesale cuts	12
corned	12
cutlets, boneless	9
diced	12
dried, sliced	9
ground, bulk	12
ground, patties	9
liver, whole or portion cut	6
Blackberries	18
Blueberries	18
Bologna ^{2,3}	3-4
Boysenberries, dewberries, loganberries, youngberries	8
Bread dough ²	6
Bread, yeast raised (and rolls, fresh) ²	6
Broccoli	14
Brussels sprouts	12
Burritos	9
Butter prints and patties ²	48
Cakes, coffee, layer, loaf, cheese	12
Carrots	12
Cauliflower	14
Cervelat: ^{2,3}	
dry	12
soft (thuringer)	6
Cheese, pizza blend, shredded	12

See Notes at end of frozen storage table on page 17.

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Item	Approx Storage Life (Months)
Chicken: ²	
Gizzards	12
parts, cut up, ready to cook	12
whole, ready to cook	12
Chitterlings:	
raw	3
Clams, shucked: ²	9
Corn	24
Corn on the cob	9
Crabs	9
Cranberry juice cocktail	24
Crawfish tail (spiney lobster tail)	9
Duck ²	12
Egg roll (Chinese or Filipino style)	6
Eggs:	
whole (including table grade) ²	12
whites ²	12
Yolks, sugared or salt added	12
Enchiladas	9
Fish:	
fish fillets. Steaks ²	
Fatty (mackerel, salmon)	3
moderately fatty (halibut, perch, rockfish)	6
lean (cod, haddock, flounder)	9
fish sticks, portions and nuggets	12
Frankfurters: ^{2,3}	
carton	3
flexible package	9
Grape juice, concentrated	24
Grapefruit juice, concentrated	24
Grapefruit-orange juice, concentrated	24
Greens, leafy	14
Hams: ²	
boneless, cooked	12
Ice cream, sherberts or ices	6
Ice cream, novelties	9
Lamb: ²	
Boneless	12
Lemon juice, concentrated	24

See Notes at end of frozen storage table on page 17.

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Item	Approx Storage Life (Months)
Lemonade, concentrated	24
Lime juice, single strength	24
Lobster, whole ²	9
Luncheon loaf ^{2,3}	6
Manicotti	6
Margarine, prints and patties ^{2,4}	48
Meal, precooked (TV dinners, pot pies, etc.) ^{1,6}	6
Okra	18
Onion rings, french fried and raw	14
Orange juice, concentrated	24
Oysters ²	12
Pastrami	12
Peaches	18
Peas, green	14
Peas and carrots	14
Pepperoni	12
Peppers	14
Pies, fruit, baked and unbaked: ²	
cream filled	6
fruit filled	12
Pizza, prepared	6
Pizza shells ²	6
Pork: ²	
barbecued	12
cutlets, boneless	9
diced	9
hocks, fresh	12
hocks, smoked	12
loin, boneless	12
slices, chops	12
Potatoes;	
white, french fries, precooked rounds	12
white, hash brown	12
Rabbit: ²	
ready-to-cook, cut up	12
Raspberries	18
Rhubarb	18

See Notes at end of frozen storage table on page 17.

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Item	Approx Storage Life (Months)
Ravioli	6
Salami: ^{2,3}	
cooked	6
dry	6
Sausage: ^{2,3}	
liver	9
New England style	6
pork, bulk style	6
pork, links and patties	3-4
pork, precooked, Polish, Italian	9
pork and beef, precooked	9
Scallops ²	9
Scrapple	6
Shrimp: ^{2,7}	
raw, peeled/unpeeled	9
breaded	9
Soups ⁵	12
Spinach	12
Spinach, chopped	10
Squash, summer and fall, cooked	12
Strawberries	18
Succotash	12
Sweet goods, yeast raised	6
Tamales	9
Topping, dessert	24
Tortillas, corn or wheat	12
Turkey: ²	
boneless, raw	6
whole, ready-to-cook	9
gizzards	12
Veal: ²	
cutlets, boneless, breaded	9
boneless, fabricated	12
Vegetables, mixed	12
Waffles	12

See Notes at end of frozen storage table on page 17.

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Notes:

- ¹ Any evidence that meals have been thawed is reason for discarding.
- ² Many of the products listed herein are also storable under chill conditions (above 32 degrees fahrenheit).
- ³ These products suffer deteriorative changes as a result of freezing. If frozen storage is necessary, storage times indicated will tend to minimize rancidity development.
- ⁴ Storage life above zero degrees fahrenheit is 4 months.
- ⁵ Cream style soups which have broken down during freezing will be satisfactory when heated.
- ⁶ These meals may be used for their intended purpose up to 9 months after date of pack provided surveillance inspections performed at least every 30 days subsequent to the 6 months period result in the product being accepted for consumption.
- ⁷ The quality of frozen shrimp will deteriorate within 30 days if held between 14 and 18 degrees fahrenheit.

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DRY STORAGE OF SEMIPERISHABLE SUBSISTENCE

<u>Item</u>	<u>Packaging</u>	<u>Keeping time in months (approx)</u>		
		40°F	70°F	90°F
Apple:				
Regular pack	Can	48	24	12
Butter	Can/Jar	36	18	9
Sauce	Can	48	24	12
Dehydrated (instant)	Can	48	24	12
Juice				
Dehydrated ¹¹	Can	72	36	18
Single strength	Can	36	18	9
Spiced, rings	Can	36	18	9
Apricots:				
Regular pack	Can	48	24	12
Dried	Carton	24	3	1
Apricot nectar:				
Regular pack	Can	48	24	12
Asparagus	Can	36	18	9
Bacon:				
Sliced, prefried	Can/Flexible package	48	24	12
Bakery mixes, extended shelf life except biscuit, cheese cake, cookie, corn bread or pie crust mix, see specific item	Can	72	36	9
Bakery mixes, commercial	Bag/Carton	12	6	3
Baking powder	Can	24	12	6
Baking soda	Carton	indef	indef	indef
Barley, pearl	Bag/Carton	60	48	24
Beans:				
Dry ¹²	Bag/Carton	24	12	9
Green, regular	Can (plain body)	36	18	9
	Can (enameled)	48	24	12
Green, dehydrated, compressed	Can	84	60	24
Kidney	Can	72	36	18
Lima	Can	72	36	18
Pinto	Can	72	36	18
Sprouts	Can	48	24	12
Wax	Can (plain body)	36	18	9
	Can (enameled)	48	24	12
White with pork in tomato sauce	Can	48	24	12
Bean, refried	Can)	72	36	18
Beef:				
Chunks with natural juices	Can	60	36	18
Diced, raw, dehydrated	Can	72	36	18
Patties, dehydrated	Can	60	36	18
Spiced sauce (barbecue)	Can	60	24	18
Beef, steak, raw, dehydrated	Can	60	36	18

See Notes at end of dry storage table on page 28.

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Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Beets:				
Regular pack,	Can	36	19	9
Gulf states	Can	48	24	12
except Gulf states				
Berries; black, etc.	Can	36	18	9
Beverage base:				
Cocoa, powder	Can	72	36	24
Imitation, liquid	Bottle	24	12	6
Powder	Envelope	48	24	12
Beverage, base, liquid for post mix:				
cola, pepper,	Can	2	1	1/2
fruit punch, lemon-lime, orange, root-				
beer, gingerale, grape	Can	18	8	3
Biscuit mix	Can	36	18	6
Blueberries	Can	36	18	9
Bouillon, dried, cubes, beef or chicken	Can	48	24	12
Bread crumbs	Bag	8	4	2
Brownie mix	Can	56	28	8
Cabbage:				
Red, sweet, sour	Can	48	24	12
Raw, dehydrated, compressed	Can	60	24	12
Cake, fresh:				
Layer, coffee			(2 days)	
Loaf			(4 days)	
Candy:				
Caramel	Box	12	9	4
Coated (bridge mix)	Box	24	12	4
	Can	72	36	18
Hard	Can	72	36	18
Starch jelly	Box	24	12	6
Carrots:				
Regular pack	Can	60	30	15
Catsup:				
Regular pack	Bottle	48	24	12
	Can	36	18	9
Cereal:				
Quick cooking	Carton	24	12	6
	Can	48	24	12
Ready to eat, rolled oats	Pkg	24	12	6
Sugar, coated	Pkg	24	12	6
Chalupa shells, corn	Container	12	6	3

See Notes at end of dry storage table on page 28.

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Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Cheese:				
Cottage cheese, dehydrated	Can	24	12	6
Grated	Container	18	6	3
Processed, American, dehydrated	Can	36	18	9
Cheese cake mix	Bag	12	6	3
Cherries:				
Maraschino	Jar	36	18	9
RTP (Red, tart, pitted)	Can	36	18	9
Sweet, dark	Can	36	18	9
Sweet, light	Can	36	18	9
Chewing gum	Carton	9	4	2
Chicken:				
Dehydrated	Can	60	36	18
Regular pack	Can	60	36	18
Chili con carne:				
w/o beans	Can	48	30	15
Dehydrated, w/beans	Can	72	36	12
Chili sauce	Bottle	48	24	12
Chives, dehydrated	Can	24	12	6
Chocolate, cooking:				
Semi-sweet chips ¹⁶	Pkg	36	18	6
Unsweetened ¹⁶	Carton	48	24	12
Chocolate syrup, beverage	Can	72	36	18
Chutney Sauce	Jar	48	24	12
Clams	Can	72	36	18
Cocoa, natural	Carton	36	18	9
	Can	72	36	18
Coconut, prepared:				
Sweetened	Can	36	18	6
	Container	24	6	1
Unsweetened	Bag	24	6	1
Coffee:				
Instant	Envelope	36	18	9
	Jar	72	36	18
Roasted and ground	Pouch	9	2	1
	Can	18	12	5
Cookie mix, chocolate & sugar	Can	36	18	9
Cookies	Carton	6	4	2
Corn bread mix	Can	24	12	3
Corn, cream, and whole grain styles	Can	72	36	18

See Notes at end of dry storage table on page 28.

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Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Corn, chips	Pkg	1	112	114
Corn flake crumbs	Carton	24	12	6
Corn meal	Pkg	24	12	6
Crabapples, spiced	Can	36	18	9
Crab	Can	72	36	18
Crackers:				
Graham	Carton	4	2	1
Other than graham	Carton	12	6	3
Crumbs	Bag	12	6	3
Cranberry sauce	Can	36	18	9
Cranberry juice cocktail	Can	30	12	9
Cream:				
Coffee type, aseptically processed and packaged ¹⁹	Bottle	60	3	3
	Can	12	1	1
Whipping, aseptically processed and packaged ^{7,19}	Can	6	1	1
Substitute	Can/Envelope	24	12	12
Cream of tartar	Container	indef	indef	indef
Cup, ice cream, edible	Box	24	12	6
Currants, dried	Carton	24	12	6
Dessert powder:				
Gelatin, base, all flavors ¹⁴	Can	72	36	18
	Container/Pkg	36	18	9
Starch, base, all flavors ¹⁴	Can	48	24	12
	Container/Pkg	36	18	9
Instant, all flavors ¹⁴	Can	48	24	12
	Carton	36	18	9
Doughnuts:				
Cake	Pkg		(3 days)	
Yeast	Pkg		(1 day)	
Eggnog (APP) ¹⁹	Can	12	6	1
Egg mix, dehydrated	Can	60	36	18
Emulsifier, bread and rolls	Bag/can	24	12	6
Enchiladas	Can	48	24	12
Figs	Can	48	24	12
Fish, dehydrated:				
Squares	Can	60	36	18

See Notes at end of dry storage table on page 28.

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Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Flavoring:				
Imitation maple or vanilla	Bottle	indef	indef	indef
Nonalcoholic, all flavors not listed	Bottle	24	18	6
Rye	Fiber drum	12	6	3
Tablet, imitation maple or vanilla	Bottle	indef	indef	indef
Flour:				
Rye ¹⁸	Bag	24	12	6
Wheat, bread or general purpose	Can	36	18	9
	Bag	24	12	6
Food coloring, liquid	Bottle	indef	indef	indef
Food coloring, paste	Jar	48	24	12
Food packet:				
Survival, abandon ship	Carton	84	84	72
Survival, aircraft, liferaft	Can	84	84	72
Survival, general purpose	Carton	60	48	24
Fruitcake	Box	12	6	1
Fruit, candied	Jar	12	6	3
Fruit cocktail	Can	48	24	12
Fry mix, breading	Bag	36	18	9
Garlic:				
Dehydrated	Jar	48	24	12
Dry	Box	5	4	3
Gelatin, plain, edible	Container	72	36	18
Grape juice:				
Dehydrated (instant) ¹¹	Can	72	36	18
Single strength	Can	24	12	6
Grapefruit:				
Regular pack	Can	48	24	12
Juice, dehydrated (instant) ¹¹	Can	72	36	18
Juice, single strength	Can	48	24	12
Grapefruit-orange juice blend, single strength	Can	48	24	12
Grapefruit-pineapple juice blend, single strength	Can	48	24	12
Ham chunks	Can	48	36	18
Hash, corned beef or roast beef	Can	48	36	18
Hominy:				
Grits	Container	24	12	6
Whole	Can	72	36	18
Honey, extracted	Jar	48	24	12
Horseradish, dehydrated	Bottle	48	24	12

See Notes at end of dry storage table on page 28.

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Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Ice milk/milk shake mix	Can	36	18	6
Icing mix	Can	72	36	18
Inhibitor, mold, bread and rolls ¹⁴	Bag	18	9	5
Jam, fruit	Can/Jar	36	18	9
	Pkg	24	12	6
Jelly, fruit	Can/Jar	36	18	9
	Pkg	24	12	6
Luncheon meat	Can	60	36	18
Macaroni ¹⁴	Carton	72	36	18
Marmalade	Jar	36	18	9
Marshmallows	Container	12	9	1
Mayonnaise	Can/Jar	12	6	6
Meal, ready to eat, individual	Box	(See information at end of table)		
Meat spread	Can	36	18	9
Meringue powder	Can	48	24	1
Milk:				
Dry, non-fat	Can	32	16	8
	Drum/bag/ carton	24	12	3
Ultra high temperature, aseptically processed and packaged	Carton	9	6	1
Mincemeat	Can	48	24	12
Molasses	Can	48	24	12
Mushrooms	Can	48	24	12
Mustard, prepared	Can/Jar	36	18	9
Noodles:				
Chow mein	Can	8	4	2
Egg ¹⁴	Carton	72	36	18
Nuts:				
Shelled, roasted	Can	60	24	12
Unshelled	Bag	24	12	6
Okra	Can	48	24	12
Olives:				
Green	Jar	48	24	12
Ripe	Can	48	24	12
Olive oil	Can	18	6	4
Onions, dehydrated and dehydrated compressed	Can	48	24	12

See Notes at end of dry storage table on page 28.

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Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Onions, whole	Can	36	18	9
Orange juice:				
Dehydrated (instant) ¹¹	Can	72	36	18
Single strength	Can	48	24	12
Parsley, dehydrated	Can	30	24	12
Peaches:		48	24	12
Regular pack	Can			
Peanut butter	Can/jar	36	18	9
Pears:				
Regular pack	Can	36	18	9
Peas:				
Blackeye	Can	72	36	18
Dehydrated, compressed	Can	60	24	12
Dry ¹²	Bag/Carton	24	12	9
Green	Can	72	36	18
Peas and carrots	Can	60	30	15
Peppers, green, dehydrated	Can	60	24	12
Peppers, pickled, cherry	Jar	36	18	9
Peppers, jalapeno	Can	24	12	6
Pickles:				
Cucumber, cured	Jar	48	24	12
	Can	24	12	6
Cucumber, fresh pack	Jar	36	18	9
	Can	18	9	4
Mixed	Jar	48	24	12
	Can	24	12	6
Relish	Jar	48	24	12
	Can	24	12	6
Pie crust mix	Can	36	18	6
Pie filling, prepared fruit, apple, blueberry, cherry, peach, lemon ¹⁵	Can	24	12	6
Pie shell, graham cracker	Container	8	4	2
Pimientos	Can	48	24	12
Pineapple				
Regular pack	Can	48	24	12
Juice	Can	48	24	12
Plums:				
Regular pack, red	Can	36	18	9

See Notes at end of dry storage table on page 28.

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Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Popcorn, unpopped	Can	72	36	18
	Carton	2	1/4	1/8
	Cello bag	24	3	1
Pork chops, raw, dehydrated	Can	60	36	18
Potato:				
Chips	Pkg	1	1/2	114
	Can, air	4	2	1
	Can, nitrogen	24	12	6
	Can, vacuum	12	6	3
	Can	48	24	12
Sticks	Can	48	24	12
Sweet	Can	60	30	15
White	Can	24	12	6
White, dehydrated, granules-8% moisture	Can	60	36	18
White, dehydrated, granules-6% moisture	Poly bag	24	18	6
White, dehydrated slices	Kraft bag	12	6	3
White, dehydrated slices-8% moisture	Bag	12	6	3
Mix, dehydrated for french fries	Can	18	9	5
Prunes:				
Dried	Carton	18	9	5
Dried, soaked	Can	36	18	9
Pumpkin	Can	48	24	12
Raisins	Can	36	18	9
	Carton	18	9	5
Ration, cold weather	Box	84	48	24
Ravioli w/meat sauce	Can	48	24	12
Rice:				
Instant ¹⁴	Carton	36	18	9
Parboiled ¹⁴	Container/Bag	30	20	10
Rolls, fresh:				
Bagel	Pkg		(1 day)	
Sweet or finger	Pkg		(2 days)	
English muffin	Pkg		(7 days)	
Salad dressing, spoonable ⁴	Can/Jar	8	5	2
Salad dressing, pourable ⁴	Bottle	7	5	2
Salad oil ⁹	Can	24	12	6
Salmon	Can	72	36	18
Salt:				
Table ⁵	Bag/Envelope	indef	indef	indef
Sauces, Hot, Kitchen, Meat, Soy, or Worcestershire	Bottle	60	30	15
Sauerkraut	Can	36	18	9
Sardines	Can	72	36	18

See Notes at end of dry storage table on page 28.

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Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Sauce mix, brown gravy, spaghetti, taco seasoning	Can	36	18	9
Shortening compound: ¹⁰				
deep fry, cooking type, fluid	Can	48	24	12
General purpose, regular	Can/Cube	48	24	12
Shrimp	Can	72	36	18
Shrimp, dehydrated	Can	60	36	18
Syrup:				
Blended	Can	72	36	18
Maple syrup, imitation	Bottle/Can	72	36	18
Soup:				
Beef, instant, dehydrated	Pkg	24	12	6
Beef, noodle, dehydrated	Pkg	24	12	6
Beef, vegetable, noodle, dehydrated	Can	36	18	9
Chicken, noodle, dehydrated	Can	60	30	15
	Pkg	24	12	6
Condensed ¹³	Can	72	36	18
Cream of potato, instant, dehydrated	Pkg	24	12	6
	Can	60	30	12
Onion, dehydrated	Pkg	24	12	6
	Pkg	24	12	6
Onion, instant, dehydrated	Can	48	24	12
Ready to serve	Can	48	24	9
Tomato-vegetable w/noodles, dehydrated	Pkg	24	12	6
Vegetable, dehydrated				
Soup and gravy base:				
Beef flavored	Can/Jar	60	30	15
	Envelope	24	12	6
Chicken flavored	Can/Jar	60	30	15
	Envelope	24	12	6
Ham flavored	Can/Jar	60	30	15
	Envelope	24	12	6
Sour cream sauce mix	Can	24	12	4
Spaghetti ¹⁴	Carton	72	36	18
Spices, seasoning, herbs ⁶	Can	48	24	12
	Bottle	36	18	9
Spinach:				
Regular pack	Can	48	24	12
Starch:				
Corn, edible	Carton	96	48	24
Pregelatinized, edible ¹⁴	Can/Bag	96	48	24
Sugar:				
Brown ¹⁷	Carton/Bag	36	18	4
Confectioners ¹⁷	Carton/Bag	36	18	6
Refined, granulated	Bag/Can, Envelope	indef	indef	indef

See Notes at end of dry storage table on page 28.

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Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Sugar, substitute	Envelope	indef	indef	indef
Tamales	Can	48	24	12
Tapioca ¹⁴	Carton	96	48	24
Taco shells, corn	Container	12	6	3
Tea:				
Black, bag, or loose	Carton	36	18	9
Instant	Envelope	36	18	9
Tomato:				
Juice, concentrated, 3 + 1	Can	36	18	9
Juice, single strength	Can (plain body)	36	18	9
	Can (enameled)	48	24	12
Paste, regular pack	Can	36	18	9
Regular pack	Can	48	24	12
Topping, dessert:				
Prepared, ice cream, non acid syrup	Can	72	36	18
Prepared, ice cream, fruit acid syrup	Can	36	18	9
Dehydrated	Can	36	24	6
Tortillas, corn	Can	36	18	9
Tuna:				
Oil pack	Can	72	36	18
Water	Can	72	36	18
Vegetable:				
Juice, single strength	Can	36	18	9
Mixed, dehydrated, compressed	Can	36	18	6
Vinegar:				
Liquid	Bottle	60	30	15
Wheat base ^{2,14}	Bag	48	36	12
Yeast, bakers, active dry	Can	6	1	1/4
Yeast food	Bag	48	24	12

See Notes at end of dry storage table on page 28.

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Notes

- ¹ In general, relative humidity 50-55 percent. Metal cans are susceptible to rust and most boxed and bagged food to mustiness or molding above R.H. 60 percent.
- ² Flour should be stored under cool, dry conditions. The major problem is protection against dampness, insects and rodents. Low temperatures, 32-40 degrees Fahrenheit, protect against insects, relative humidity greater than 70 percent leads to mustiness. Best storage conditions are at temperatures below 50 degrees Fahrenheit.
- ³ Designed to be edible after one month at 140 degrees Fahrenheit.
- ⁴ Separates at high temperatures or after freezing.
- ⁵ Humidity above 90 percent will cause caking. "Caked" salt is usable.
- ⁶ Above 100 degrees Fahrenheit there is complete loss of flavor in less than 6 months. "Whole" spices keep longer than "ground" spices.
- ⁷ Guaranteed to whip only if stored below 50 degrees Fahrenheit.
- ⁸ Cases should be turned every 30 to 60 days to prevent separation of butterfat. Separated or grainy milk can be used for cooking.
- ⁹ When held below 32 degrees Fahrenheit may show solid material which will disappear on warming.
- ¹⁰ If held above 90 degrees Fahrenheit changes may occur in texture unfavorable to normal creaming properties.
- ¹¹ Store at cool temperatures below 75 degrees Fahrenheit during the first 3 months.
- ¹² High temperatures harden, high humidity causes molding.
- ¹³ Cream style soups break down on freezing, but are not spoiled.
- ¹⁴ Highly susceptible to damage by moisture.
- ¹⁵ Freezing alters appearance of starch thickening. Baking restores desirable appearance.
- ¹⁶ Do not store near other material capable of imparting odor to chocolate.
- ¹⁷ Keeping time based on relative humidity not more than 60 percent. For storage longer than 1 month, sugar should be covered with tarpaulins and not stored on damp or concrete floors or near cold walls.
- ¹⁸ Rye flour loses its delicate flavor after 2 months at 40 degrees Fahrenheit, 1 month at 70 degrees Fahrenheit, or 1 week at 90 degrees Fahrenheit. After this time further flavor change is very slow.
- ¹⁹ These items should be stored at temperatures below 72 degrees Fahrenheit. For long holding, chill storage is recommended. Do not freeze.

ESTIMATED SERVICEABLE (MAXIMUM) STORAGE LIFE FOR MEAL, READY-TO-EAT (MRE)

Persons using this table as an aid in planning storage facility use must be aware that using average environmental temperatures to enter the table will often result in inaccurate and misleading guidance. The use of maximum temperatures encountered will generally provide more useful guidance. Few non-refrigerated storage facilities offer moderate and non-fluctuating temperatures; therefore, controlled temperature storage of MRE stocks is generally recommended. In order to optimize quality of stocks shipped to using agencies, wholesale stocks should be stored at not more than 40°F.

<u>SUSTAINED STORAGE TEMPERATURE (0°F)</u>	<u>ESTIMATED SERVICEABLE LIFE MONTHS</u>
120	3
110	5
100	18
90	30
80	48
70	66
60	84
50 or below (above 30)	96

When using this table, it must be remembered that the effects of time and temperature are cumulative. For example, if rations are received 9 months after their Date of Pack (DOP), and you determine that they have been held in a hot environment, say 100°F, you can estimate that one-half of their serviceable life is gone ($9/18 = 0.5$). If they are to be stored at 70°F in your facility, you could expect a remaining serviceable shelf life of 33 months, not 66 months ($66 \times 0.5 = 33$).

Fluctuating temperatures around the freezing point of foods (approximately 25 to 30°F) should be avoided due to the potential for reduced product quality from repeated freezing and thawing. Frozen storage below 0°F is not recommended as rough handling of frozen MREs will result in packaging failures.

This table is contained in Army Regulation, AR 30-7, Operational Rations and Health and Comfort Items, and represents the latest estimates developed by U.S. Army Natick Research, Development and Engineering Center, Natick, MA, using statistical and judgmental data from a five-year storage study and from actual field experience with stored MREs.

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APPENDIX G

AUTHORIZED SALES OF FOOD ITEMS EXCLUDING AUTHORIZED MESSES

Category	Approving Authority	Administrative Charge	Accessorial Charge	Remarks
Components of DoD, including Reserve Activities and Coast Guard	Commanding Officer	No	No	
American National Red Cross at naval activities in Alaska and Hawaii and outside the United States	Naval district commandant or overseas area commander	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol.3	Items may be used only for food service in local Red Cross canteens and will not be transferred nor resold.
Authorized contract messes	Commander, Naval Supply Systems Command	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	
Civilian cafeterias at military installations	In Alaska and Hawaii outside the United States: Naval district commandant or overseas area commander	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	Authorized only when commercial activities sources are not available or when it is impracticable for the cafeteria to procure items from commercial sources without impairing the efficient operation of the military activity.
	Inside the United States except Alaska and Hawaii: Naval Supply Systems Command	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	
Foreign naval vessels and foreign military aircraft	Commanding Officer	No	NAVCOMPT Manual, Vol. 3	
Ashore installations of foreign governments	SecNav	No		Application of administrative/accessorial charges will be determined in accordance with NAVCOMPT Manual, paras. 035963 and 036964.

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Category	Approving Authority	Administrative Charge	Accessorial Charge	Remarks
Navy and Marine Corps exchanges	Commandant of a naval district, Chief of Naval Air Training, Commander Amphibious Training Command or the overseas area commander, when items are not available conveniently from commercial Sources	No	No	Items may be used for food service in Navy and Marine Corps exchanges and for resale in exchanges authorized to operate grocery sections.
Other government departments officer (e.g. embassies)	Commanding Officer	No	NAVCOMPT Manual, Vol. 3 para.035961	
Individuals who are authorized patrons of resale activities	In Alaska and Hawaii outside the United states: Naval district commandant or overseas area commander	NAVCOMPT Manual, Vol. 3	No	Granted only when commissary store facilities are not available within a reasonable distance. A copy of each authorization will be furnished to the Navy Fleet Material Support Office.
	Inside the United States except Alaska and Hawaii: Naval Supply Systems Command	NAVCOMPT Manual, Vol. 3	No	Requests will be forwarded via the normal military chain of command. Sales will not be made to individuals at Navy activities having commissary stores.
Ship personnel tasked with MWR function	Commanding Officer Navy and Marine Corps	No	No	Granted only when OCONUS and exchange food service is not available
Distressed ships and aircraft of the United States and of foreign states at peace with the United States	Senior officer present	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	Sales may be made to ships and aircraft in distress or needing supplies and having no other immediate source.

Appendix G - continued

APPENDIX H

NAVY FOOD MANAGEMENT TEAM ASSISTANCE

1. **FUNCTION.** Assistance in the form of on-the-job training is provided by the Navy Food Management Teams (NFMT) in the following functional areas:

- a. proper food service techniques, including management, production, service of food, sanitation, food safety, training and accounting, menu planning and nutrition;
- b. management awareness in progressive cookery, proper serving techniques, food service safety precautions, operating procedures, fire prevention, sanitation, and personal hygiene;
- c. use of facilities, equipment, personnel, and other food service resources;
- d. automated food service records Food Service Management (FSM), financial returns, and organization and operating procedures;
- e. DOD, Navy and command food service policy and procedures;
- f. food service education programs;
- g. new developments in food service operations and food items;
- h. Prime Vendor and automated ordering procedures;
- i. providing written guidance and recommendations for follow-up action by the command;
- j. conducting evaluations for the Ney Memorial Awards program; and
- k. classroom and specialized training.

2. **LOCATION AND AREAS OF RESPONSIBILITY.** The Navy Food Management Team's are based in fleet concentrated areas servicing afloat and ashore activities within the areas of responsibility as indicated in Figure H-1.

3. **ASSISTANCE VISITS**

a. **Requests for Assistance.** Activities desiring food service training assistance should send letter of request (Figure H-2) three to six months before the desired visit dates to:

Commander, Naval Supply Systems Command
Support Services Directorate
Food Service Division (SUP 51)
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

A copy of the letter should be sent to the appropriate Navy Food Management Team. It is recommended that afloat activities request a visit every 24 months and ashore activities every 30 months.

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b. Length of Visit. Standard team visits can be requested for three to five days. Longer visits may be arranged if necessary due to operating schedules or if specific problem areas need to be covered. Commands may request a two day follow up visit within 90 days of the initial visit.

c. Time Periods for Visit. Requests should indicate two or more convenient periods for the assistance visit. Assist visits may be requested for short underway periods when Navy Food Management Team members can arrive and depart the ship at the same homeport. Ships should request assist visits prior to deployment to avoid unnecessary expenditures of travel funds. Ships requesting assist visits during a deployment may be requested to fund the travel costs.

Advance written or telephone contact with the Officer in Charge of the Navy Food Management Team within the designated area of responsibility is encouraged. The following information should be provided to the team before the visit:

- (1) location of ship during the requested dates;
- (2) information on the Supply Officer, Food Service Officer, and Leading Mess Management Specialist, such as name, rank/rate;
- (3) particular problem areas requiring special attention;
- (4) availability of government berthing if the visit is outside the team's homeport.
- (5) Date of last/next Logistic Management Assessment (LMA).

d. Exclusions from Assist Visits. A Navy Food Management Team assist visit will not be made to a general mess after it has been nominated by the cognizant Fleet Commander/Major Claimant for Ney Awards competition. This exclusion will apply even if a visit had been previously scheduled and will remain in effect as long as the general mess is in competition. If an assist visit is in progress when a general mess is nominated by the cognizant commander, the visit will be completed. General messes affected by this provision should take action to reschedule a Navy Food Management Team assist visit based on evaluation results announced in accordance with NAVSUPINST 5061.2 series. Team visits will not be requested during yard overhaul, or prior to shakedown periods of newly commissioned ships.

e. Report of Visit. At the end of each visit, the Officer in Charge of the Navy Food Management Team or the designated representative will informally discuss the overall operation of the general mess with the commanding officer or designated representative, the Supply Officer, the Food Service Officer, and key food service personnel. The Officer in Charge of the team will submit a summary of each assist visit to the Food Service Fleet Support Branch Division (SUP 512), Naval Supply Systems Command, for statistical data collection and trend analysis.

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NAVY FOOD MANAGEMENT TEAM LOCATIONS AND AREAS OF RESPONSIBILITY

NFMT	ADDRESSES AND PHONE NUMBERS	GEOGRAPHIC AREA OF RESPONSIBILITY
Norfolk	Officer in Charge Navy Food Management Team, Norfolk 1955 Morris Street, Norfolk, VA 23511-3497 Commercial: (757) 444-4937/2290 DSN: 564-4937 Fax: (757) 444-2082 E-Mail: NFMT-NORFOLK@FMSO.NAVY.MIL	Virginia; West Virginia; Illinois: North Carolina; Maryland; NAVDISTWASH; Keflavik; Guantanamo Bay, Cuba; and European areas as far east as the eastern border of Turkey.
New London Det	Officer in Charge Navy Food Management Team New London Detachment Naval Submarine Base, New London Supply Department, Box 500, Groton, CT 06349 Commercial: (860) 694-4938/4939 DSN: 694-4938 Fax: (860) 694-4939	Pennsylvania; New York; New Jersey; Connecticut; Rhode Island; Massachusetts; and Maine.
Mayport	Officer in Charge Navy Food Management Team, Mayport Detachment Naval Station, Box 280021 Mayport, FL 32228-0021 Commercial: (904) 270-5544 DSN: 960-5544 Fax: (904) 270-7099 E-Mail: NFMT-MAYPORT@NAVSUP.NAVY.MIL	Florida; Louisiana; Bahamas; West Indies; Gulfport & Pascagoula, MS; Kings Bay, Georgia; Texas; South Carolina; Tennessee; Puerto Rico; and Panama Canal Zone.
San Diego	Officer in Charge Navy Food Management Team, San Diego 3985 Cummings Road, Suite #6 Naval Station San Diego San Diego, CA 92136-5206 Commercial: (619) 556-5651/5652 DSN: 526-5651 Fax: (619) 556-5653	California; Nevada; Oregon; Washington; and Alaska
Bremerton Det	Officer in Charge Navy Food Management Team, Bremerton Detachment Fleet and Industrial Supply Center 467 W. Street, Bremerton, WA 98314-5100 Commercial: (360) 476-7415/7437 DSN: 439-7415/7437 Fax: (360) 476-7392 E-Mail: NFMT-FISCPS@PUGET.FISC.NAVY.MIL	Washington; Oregon; and Alaska;
Pearl Harbor	Officer in Charge Navy Food Management Team, Pearl Harbor BLDG 482, 1950 Utah Street Pearl Harbor, HI 96860-4533 Commercial: (808) 471-9871 DSN: 474-7700 Fax: (808) 474-3763	Hawaii; Diego Garcia
Yokosuka Det	Officer in Charge Navy Food Management Team, Yokosuka Detachment Attn: Code 105-FM Fleet and Industrial Supply Center PSC 473, Box 11 FPO AP 96349-1500 Commercial: (822) 234-7324 DSN: 234-7324	Guam; Japan; Okinawa; and Korea

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**SAMPLE LETTER REQUESTING NAVY FOOD MANAGEMENT TEAM
ASSISTANCE VISIT**

Letterhead

IN REPLY REFER TO
1500
Ser
(DATE)

From: Commanding Officer _____
To: Commander, Naval Supply Systems Command, Food Service Division (SUP 512)

Subj: **REQUEST FOR NAVY FOOD MANAGEMENT TEAM ASSISTANCE VISIT**

Ref: (a) NAVSUP Pub 486, Vol. 1, Appendix H
(b) Phone call to NAVSUP requesting visit (if desired)

1. In accordance with reference (a) and as discussed during reference (b), a Navy Food Management Team assistance visit is requested during the period (*inclusive dates*). Alternate dates are (*inclusive dates*).

(*signed*)
Commanding Officer

Copy to:
TYCOM/Major Claimant
OIC, Navy Food Management Team _____

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APPENDIX I

PART I: FOOD SERVICE EVALUATION/ TRAINING/INSPECTION CHECKLIST

AREAS:

I. FOOD

- a. Menu Planning
- b. Preparation/Acceptability/ Conservation
- c. Serving Techniques

AREA I TOTAL:

II. ADMINISTRATION

- a. Financial Records and Returns
- b. Procurement/Receipt/Storage
- c. Food Service Management (FSM)
Automated System

AREA II TOTAL:

III. MANAGEMENT

- a. General
- b. Command Relations
- c. Letters of Authority
- d. Security

AREA III TOTAL:

IV. FACILITIES, EQUIPMENT, AND UTENSILS

AREA IV TOTAL:

V. SAFETY

AREA V TOTAL:

VI. TRAINING

AREA VI TOTAL:

VII. SANITATION

- a. Food Storage and Food Protection
- b. Food Service Spaces, Equipment, and Utensils
- c. Personal
- d. Water and Ice Sanitation
- e. Sewage and Plumbing
- f. Sanitary Facilities, Refuse Disposal, and Pest Control
- g. Facility Structure and Housekeeping
- h. Ashore general messes only

AREA VII TOTAL:

MAX PTS	ASSIGNED PTS
175	
170	
50	
395	
290	
30	
45	
365	
95	
20	
20	
25	
160	
60	
210	
65	
115	
80	
30	
15	
20	
25	
50	
30	
365	

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VIII. SHIPBOARD SOLID AND PLASTICS WASTE MANAGEMENT (WRAPS/PRIME)

AREA VIII TOTAL:

MAX
PTS

ASSIGNED
PTS

40

IX. ARMY VETERINARY FOOD SAFETY NCO ASSISTANCE CHECKLIST

- a. Receipt Inspection Responsibilities
- b. Food Inspection Responsibilities After receipt
- c. Storage

AREA IX TOTAL

75

15

15

105

GRAND TOTAL:

1765

SCORE COMPUTATION:

$$\frac{(\text{MAX PTS ASSIGNED})}{(\text{MAX PTS APPLICABLE})} \times 100 = \text{Total points}$$

(SAMPLE)

$$\frac{(\text{MAX PTS ASSIGNED})}{(\text{MAX PTS APPLICABLE})} = \frac{1620}{1765} = .92 \times 100 = 92 \text{ Total points}$$

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AREA I: FOOD

A. MENU PLANNING GENERAL

	MAX PTS	ASSIGNED PTS
1. A copy of the current General Mess Menu or a menu board was posted at the beginning of each serving line, and reflected actual items being served. (NAVSUP P-486, Vol. I, 3201.1a)	5	
2. A Menu Planning/Menu Review Board was established, and effectively used as a management tool to reflect the crew's preferences. (NAVSUP P-421, 5104.5)	5	
3. Menu reflects efficient use of manpower and equipment. (NAVSUP P-421, 5102.1e)	5	
4. Menu planned using Armed Forces Recipe Service and/or locally approved recipes. (NAVSUP P-486, Vol. I, 3002)	5	
5. Complete set of Armed Forces Recipe Cards with changes is current and on-hand. (NAVSUP P-486, VOL.1, 3002)	5	
6. Meat block and frequency chart(s) were developed and used as the basis for planning each cycle menu. (NAVSUP P-421, 5104.4, 5105.2)	5	
7. Cycle menus are developed which saves time and allows an easier and more thorough analysis. (NAVSUP P-486, Vol. I, 3006)	5	

NAVSUP FORM 1080

MEETING NUTRITIONAL STANDARDS AND CNO GOALS (CONSIDERATION IS GIVEN TO FAT, SATURATED FAT, AND CHOLESTEROL)

8. Fish and poultry are integrated throughout the menu cycle. (NAVSUP P-486, Vol. 1, 3005.4c(1)(2))	5	
---	---	--

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	MAX PTS	ASSIGNED PTS
9. Speedline includes variety, when possible. (NAVSUP P-421, 5110)	5	

HEALTHY FOOD OPTIONS/WEIGHT CONTROL

10. Foods from each of the pyramid food groups are Represented in each day's menu. (NAVSUP P-486, Vol. I, 3005.4)	10	
---	----	--

11. Weight control information is accurate and up to date. (NAVSUP P-486, Vol. 1, 3005.4b)	10	
--	----	--

12. Each meal offers a Healthy Navy entrée, vegetable starch and dessert. Healthy menu options are available a. A Healthy Navy entrée will be offered as an alternate, when deep fat fried entrée or entrée containing >15g fat is offered	2	
--	---	--

b. A hot vegetable prepared without added fat is offered at lunch and dinner	2	
---	---	--

c. Fat free/low fat salad dressings are available	2	
---	---	--

d. Low fat/low calorie dessert options (such as fruit) are available at lunch and dinner	2	
---	---	--

e. At breakfast, reduced cholesterol eggs and whole eggs are prepared without additional fat are available	2	
---	---	--

f. A starch prepared without added fat is offered at lunch and dinner	2	
--	---	--

g. Salad bar includes a tossed green salad	2	
--	---	--

h. Whole grain breads are offered every meal	2	
--	---	--

i. Fruit is offered every meal	2	
--------------------------------	---	--

j. At breakfast assorted lower fat breads and muffins are offered as an alternate to pastries. (NAVSUP P-486, Vol. I, 3005.4)	2	
---	---	--

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	MAX PTS	ASSIGNED PTS
13. Menu avoids reliance on snack food (e.g., potato chips) as starch item. (NAVSUP P-486, Vol. 1, 3005.3n)	5	
14. When serving a high sodium item, a lower sodium alternate is available. (NAVSUP P-486, Vol. 1, 3005.4.i.(3))	5	
15. Breakfast includes a good source of Vitamin C. (NAVSUP P-486, Vol. 1, 3005.4i)	5	
16. Seasonal fruits and vegetables are incorporated when practical. (NAVSUP P-421, 5105.5) (NAVSUP P-486, Vol. I, 3005.4f)	5	
17. Maximum use is made of the salad bar. (NAVSUP P-421, 5105.5)	5	
<u>FOOD COMBINATIONS/SCHEDULING/ VARIETY/INNOVATION</u>		
18. Combinations are acceptable to most people. (NAVSUP P-421, 5104.5) (NAVSUP P-486, Vol. 1, 3005.3)	5	
19. Menu items are not over scheduled. (NAVSUP P-421, 5104.4) (NAVSUP P-486m Vol. 1, 3005.3)	5	
20. Effective use is made of the variety available in the AFRS. (NAVSUP P-486, Vol. I, 3002) (NAVSUP P-421, 5102.2)	10	
21. Theme meals/special meals/monotony breakers are scheduled. (NAVSUP P-421, 5104.7) (NAVSUP P-486, Vol.1, 3005.3(k))	10	
22. The following characteristics were considered: Color, Texture, Flavor, and Shape (NAVSUP P-486, Vol. I, 3005.3)	10	

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	MAX PTS	ASSIGNED PTS
23. Soup ingredients differ from other menu selections (i.e., tomato sauce - tomato soup). (NAVSUP P-486, Vol. I, 3005.3i)	10	

MENU TERMS/PUNCTUATION/LEGIBILITY

24. The menu is legible with correct punctuation and spelling. (NAVSUP P-421, 5106)	10	
--	----	--

25. Brand names are not used. (NAVSUP P-486, Vol. I, 3005.5a)	5	
--	---	--

AREA I, SECTION A, SUBTOTAL	175	
-----------------------------	-----	--

B. PREPARATION/ACCEPTABILITY/CONSERVATION

26. General Messes having more than (1) MS assigned are properly utilizing the NS 1090. NAVSUP P-486, Vol. 1, 3101.1)	10	
--	----	--

27. 1090's are retained for a minimum of 6 months afloat and ashore. (NAVSUP P-486, Vol. I, Appendix A, Section II.1e)	10	
---	----	--

28. Food Preparation Worksheet (NAVSUP Form 1090) is being effectively used as a management tool. (Use NS 1090 worksheet Attachment A) and matrix (Attachment B) to determine numerical grade.) NAVSUP P-486, Vol. I, 3101)	10	
---	----	--

29. All local recipes are properly developed and approved by the Food Service Officer. (NAVSUP P-486, Vol. 1, 3100)	10	
--	----	--

30. Meal acceptabilities are computed daily on the food preparation worksheet. (NAVSUP P-486, Vol. 1, 3101.1)	5	
--	---	--

31. Appropriate food preparation thermometers are on Hand, accurate, and used effectively in food preparation. (NAVSUP P-421, 5118)	10	
--	----	--

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	MAX PTS	ASSIGNED PTS
32. Progressive cooking principles are practiced. (NAVSUP P-421, 5010.2.f)	5	
33. Standard volume measuring devices and scales are on hand, accurate, and used effectively in food preparation. (NAVSUP P-421, 5117.1)	10	
34. All food items prepared are being sampled during preparation and prior to serving. (NAVSUP P-486, Vol. 1, 1106.2j)	10	
35. Substitute food items served to "finish" the line, equaled or exceeded the acceptability of the items replaced. (NAVSUP P-486, Vol. 1, 1106.2k)	10	
36. Portion control programs are in effect to eliminate food waste. (NAVSUP P-486, Vol. I, 3400-3401)	10	
37. Number of personnel to be fed is accurately estimated. (NAVSUP P-486, Vol. I, 3101.1)	10	
38. Garnishing techniques support conservation Objectives. (NAVSUP P-421, 7003.2)	10	
39. A conservation education program is in effect (NAVSUP P-486, Vol. I, 3401.1)	10	
40. Customer surveys are taken periodically to Determine preferences. (NAVSUP P-421, 5103.3)	10	
41. Suggestion box is available and effectively used. (NAVSUP P-486, Vol. I, 3202)	10	
42. A designated meal sampler as assigned by the Commanding Officer samples each meal served in the General Mess. (NAVSUP P-486, Vol. I, 1100.1)	10	
43. Menu sampling. (Use menu sampling worksheet (Attachment C-1 Lunch/Dinner or Attachment C-2 Breakfast) to determine numerical grade). (NAVSUP P-486, Vol. 1, Appendix I, Attachment C-1 or C-2)	10	

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	MAX PTS	ASSIGNED PTS
AREA I, SECTION B, SUBTOTAL:	170	
<u>SERVING TECHNIQUES</u>		
44. During meal service, serving lines and salad bars are promptly cleaned. (NAVSUP P-421, 7003.5)	10	
45. All food placed on the serving line was kept covered until served to prevent shriveling and drying. (NAVSUP P-421, 7001.1)	10	
46. Food items are attractively and properly displayed on the serving line. (NAVSUP P-421, 7003)	10	
47. Proper serving temperatures are maintained for hot and cold foods. (NAVMED P-5010, article 1-39)	10	
48. Food is served using properly sized and configured trays, pans, plates, utensils, etc. (NAVSUP P-421, 7001)	10	
AREA I, SECTION C, SUBTOTAL	50	
AREA I, TOTAL:	395	

AREA II: ADMINISTRATION

A. **FINANCIAL RECORDS AND RETURNS** **DD FORM 200**

1. DD 200 was prepared in all cases per the criteria in (NAVSUP P-486, Vol. I, 6000.2)	2	
2. DD 200 was properly prepared and distributed. (NAVSUP P-486, Vol. I, 6001)	2	
3. Copy of DD 200 was sent to cognizant type commander for losses in excess of \$500. (NAVSUP P-486, Vol. I, 6000.8f)	2	

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	MAX PTS	ASSIGNED PTS
4. Certificate by veterinary/medical representative to be unfit for human consumption (if appropriate) was attached to DD 200. (NAVSUP P-486, Vol. I, 6001.4c)	2	
5. A document number is entered upon approval of the Approving Official consisting of the service designator, UIC, 4 digit Julian date and expenditure number. (NAVSUP P-486, Vol. I, 6001.7a.17)	2	
6. Surveyed material was disposed of as indicated in block 15. (NAVSUP P-486, Vol. I, 6001.7a.15)	2	
7. Block number 9 on the DD200 answers the questions who, what, where, when and how. (NAVSUP P-486, Vol. I, 6001.7a.9)	2	
8. Corrective actions and measures to prevent future occurrences were indicated on the DD 200. (NAVSUP P-486, Vol. I, 6001.7a.10)	2	
<u>DD FORM 1149</u>		
9. DD 1149 used for Turn in to Store (transfers with reimbursement) are properly prepared and distributed. (NAVSUP P-486, Vol. I, 6201 and 6203)	2	
10. DD 1149 properly prepared and distributed in all cases. (NAVSUP P-486, Vol. I, 4201)	2	
11. DD 1149 used for requesting sales from the general mess by other activities authorized to purchase subsistence items in accordance with appendix G. (NAVSUP P-486, Vol. 1, 6306)	2	
12. DD 1149 will be used to transfer the money value only of inventories between blue and gold crews are properly prepared and distributed. (NAVSUP P-486, Vol. I, 7103.3)	2	
<u>DD FORM 1155</u>		
13. DD 1155 used for definite delivery and indefinite delivery contracts are properly prepared and distributed. (NAVSUP P-486, Vol. I, 4202.1)	2	

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	MAX PTS	ASSIGNED PTS
14. Upon completion of processing dealer's bill for payment, copies of DD 1155s were placed in the completed purchase order file and have been annotated per NAVSUP P-486, Vol. I, 5601.1c)	2	
15. Medical Representative signed DD 1155 certifying that food items received from commercial vendors were fit for human consumption over stamped or typewritten name and rank/rate. When receipt inspection was performed at central inspection point by military veterinary service or PMU personnel, and proof of inspection was on vendor's invoice, the name of the inspection unit was entered instead of the signature. (NAVSUP P-486 Vol. I, 5202)	2	
16. Bulk Storeroom Custodian records and circles exact quantities received and signs/dates the responsibility statement that was entered on the DD 1155. (NAVSUP P-486, Vol. I, 5206.2)	2	
<u>DD FORM 1608</u>		
17. DD Form 1608 (UMR) is prepared when receiving unsatisfactory food items that do not conform to specifications and are received from Naval and other government sources. Copy of UMR sent to cognizant TYCOM as they occur. (NAVSUP P-486, Vol. 1, 5300.2c)	2	
<u>DD FORM 1544</u>		
18. DD 1544s were used in the prescribed manner for meals sold for cash from the general mess. (NAVSUP P-486, Vol. I, 2201)	2	
19. Correct basic meal charges and surcharges are published in the quarterly NAVSUPNOTE 7330 and Naval Message from COMNAVSUP Code 511. (NAVSUP P-486, Vol. I, 2200) (NAVSUPNOTE 7330, Encl (4))	2	
20. Food Service Officer reviewed the DD 1544s at least weekly and ensured an audit was made when cash was collected. (NAVSUP P-486, Vol. I, 2201.b(4) (c))	2	

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	MAX PTS	ASSIGNED PTS
21. Overages/shortages in cash received from the sale of general mess meals were recorded on DD 1544 by the cashier. The collection agent verified the differences in excess of \$1.00 or .05% (whichever was larger) per cashier for the week and took appropriate action to prevent reoccurrence. (NAVSUP P-486, VOL. I, 2201.b.(5))	2	
<u>DD FORM 1149</u>		
22. DD 1149 used for expending combat meals are properly prepared and distributed (NAVSUP P-486, Vol. 1, 2605.5c)	2	
<u>NAVSUP FORM 335</u>		
23. Accurate nomenclature, stock numbers, units of issues, high/low limit, fixed price and receipt price were recorded on all NS 335 ledgers. (NAVSUP P-486, Vol. I, 5402.1)	2	
24. High and low limits were updated quarterly to reflect current usage (For manual records this information may be recorded in pencil with date of update). (NAVSUP P-486, Vol. I, 4003.1)	2	
25. Receipts are properly posted to all NS 335s. (NAVSUP P-486, Vol. I, 5402.2)	2	
26. Surveys are properly posted to all NS 335s as each survey occurs. (NAVSUP P-486, Vol. I, 6001.9)	2	
27. General Mess issues properly posted to all NS 335s daily. (NAVSUP P-486, Vol. I, 6102)	2	
28. Transfers with or without charge are properly posted, by quantity, to all NS 335's to the expenditure column as the transaction occur. (NAVSUP P-486, Vol. I, 6206)	2	
29. Sales of subsistence, by quantity, are properly posted to all NS 335s as the transactions occur. (NAVSUP P-486, Vol. I, 6307)	2	

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30. All inventory adjustments greater than 5% of total expenditures were investigated and initialed by the Food Service Officer.
(NAVSUP P-486, Vol. I, 7103.1.c(1))

2

NAVSUP FORM 338

31. Food Service Officer logs onto FSM and reviews the NS 338 weekly to ensure proper financial control of the mess and that the operation is within the established monetary allowance.
(NAVSUP P-486, Vol. I, 6103.3a(1)-(3))

2

32. NS 338 was properly prepared and posted on a daily basis.
(NAVSUP P-486, Vol. I, 6102, 6103.1)

2

33. A comparison between the total food cost in column (17) of the NS 338 with the actual stores consumed figure on the NS 1358 does not exceed 2%.
(NAVSUP P-486, Vol. 1, 6103.3a(3))

2

34. Actual over/under issue values of up to 2% of the total food allowances of the current quarter was carried forward to the next quarter as a negative/positive value on the NS 338 except at the end of the fiscal year.
(NAVSUP P-486, Vol. I, 7211.2)

2

35. NS 338 was submitted to NAVSUP 51 along with returns for all over issue accounting periods of greater than 2% of total allowances and any over issue at the end of the fiscal year.
(NAVSUP P-486, Vol. I, 7211.2(1))

2

NAVSUP FORM 367

36. Money value of "Inventory Brought Forward" on the first day of the quarter is correct and agrees with the "Inventory on Hand" on the last day of the previous quarter. (NAVSUP P-486, Vol. I, 5403)

2

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	MAX PTS	ASSIGNED PTS
37. Money value of receipts with/without charge were properly posted to the NS 367 as they occur to include proper document numbers. (Indefinite delivery type contracts may be posted as a single total entry on the last day of the month). These values agree with receipt documents in the accountability file. (NAVSUP P-486, Vol. I, 5403)	2	
38. Money value and document number of each transfer was properly posted as they occur. These values agree with transfer documents in the accountability file. (NAVSUP P-486, Vol. I, 6207)	2	
39. Total money value of each survey (DD 200) was properly posted as they occur. These values agree with survey documents in the accountability file. (NAVSUP P-486, Vol. I, 6001)	2	
40. Total value and document number of the Expenditure Log NS 1334 was properly posted to the NS 367 at the end of the accounting period. (NAVSUP P-486, Vol. I, 6002.2)	2	
41. Total money value of sales to private messes were properly posted at the end of each month. These values agree with sales documents in the accountability file. (NAVSUP P-486, Vol. I, 6305)	2	
42. Total money value of issues to the general mess (less all galley produced bakery products) was properly posted at the end of the accounting period as summarized on the NS 1059) (FPL). (NAVSUP P-486, Vol. I, 7203.3)	2	
43. Total money value of ending inventory (extended at last receipt price) was properly posted at the end of the accounting period. (NAVSUP P-486, Vol. I, 7203.4)	2	
<u>NAVSUP FORM 470</u>		
44. All transfers of funds between cashier(s), collection agents and disbursing officers was accounted for on a NS 470 showing collection date, amount collected both in figures and words and signed by the individual authorized to deliver cash and the individual authorized to receive cash. (NAVSUP P-486, Vol. I, 2202)	2	

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	MAX PTS	ASSIGNED PTS
45. DD 1544 serial and sheet numbers were inserted next to the cashier's signature on the NS 470. (NAVSUP P-486, Vol. I, 2202.2)	2	
46. All cash collected from sales were deposited with the disbursing officer: a. on or before the last day of each month, b. on relief of the food service officer, and c. on relief of the commanding officer aboard ships without Supply Corps officers. d. daily or at least twice weekly (NAVSUP P-486, Vol. I, 2202.3)	2	
47. The deposit number of the Deposit Ticket OCR (SF215) obtained from the disbursing officer was recorded in the NS 470 in the space provided for the signature of the disbursing officer in all cases when cash was deposited with a United States Government general depository for credit to the account of the disbursing officer. (NAVSUP P-486, Vol. I, 2202.3)	2	
<u>NAVSUP FORM 1046</u>		
48. NS 1046 is properly maintained for the credit of meals from the general mess. (NAVSUP P-486, Vol. I, 2201.2)	2	
49. Payment for all meals sold on a credit basis was collected prior to the 15th day following the month in which the meals were provided or prior to detachment of Individual to whom the meals were provided. (NAVSUP P-486, Vol. I, 2201.2c)	2	
<u>NAVSUP FORM 1059 USED FOR INVENTORY</u>		
50. An inventory of 40 food items showed a stock validity of 95% or better (use Inventory Validity Worksheet Attachment D). (NAVSUP P-486, Vol. I, 7101)	30	

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	MAX PTS	ASSIGNED PTS
<p>51. Inventories were taken as required:</p> <ul style="list-style-type: none"> a. upon relief of the accountable food service officer b. upon relief of the responsible bulk storeroom custodian at the FSO discretion. c. quarterly (December, March, June, September). d. for FBM submarines, at the end of each patrol cycle. <p>(NAVSUP P-486, Vol. I, 7100.3)</p>	2	
<p>52. Spot Inventories: A weekly minimum of 5% of the subsistence in the bulk storeroom was inventoried by the food service officer, concentrating on fast moving, high value items. (NAVSUP P-486, Vol. I, 7101.1a)</p>	2	
<p>53. Each food item listed on the NS 1282 has the subsistence item code listed in food item code sequence. (NAVSUP P-486, Vol. I, 6101.1)</p>	2	
<u>NAVSUP FORM 1282</u>		
<p>54. Food Service Officer has procedures in place to control each issue document. All serial numbered originals are accounted for (i.e.: manual 1282's used to issue to private messes). (NAVSUP P-486, Vol. I, 6101.1)</p>	2	
<p>55. Appropriate signatures were annotated on all NS 1282s. (NAVSUP P-486, Vol. I, 6101.1)</p>	2	
<p>56. A smooth NS 1059 was accurately prepared, day of extended at last receipt price and totaled as of the last the quarter. The Food Service Officer signed and dated the bottom of the page certifying correctness. (NAVSUP P-486, Vol. I, 7103.2)</p>	2	
<p>57. Post daily issue documents are kept in the accountability file for the current, plus two previous quarters. (NAVSUP P-486, Vol. I, 6101.6)</p>	2	

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	MAX PTS	ASSIGNED PTS
<u>GENERAL MESS ISSUES</u>		
58. All items on the issue documents were required to prepare the menu. (NAVSUP P-486, Vol. I, 6101.5)	2	
59. Quantities that were issued were not in excess of requirements. (NAVSUP P-486, Vol. I, 6101.5)	2	
60. Unprepared food items left over at the end of the day (intended for use that day) are returned to the storeroom on the same day. (NAVSUP P-486, Vol. I, 6101.3)	2	
<u>PRIVATE MESS SALES</u>		
61. Separate documents are prepared for galley bakery products. (NAVSUP P-486, Vol. I, 6304)	2	
62. Sales documents are price extended at last receipt price. (NAVSUP P-486, Vol. I, 6302.4)	2	
63. A mess bill for the sale of food items was provided to each mess on or before the 5th of the month following the sale. (NAVSUP P-486, Vol. I, 6305.1)	2	
64. Private Mess paid the Food Service Officer within 15 days following the month in which the food items were sold. (NAVSUP P-486, Vol. I, 6305.2)	2	
<u>NAVSUP FORM 1291</u>		
65. NS 1291s are serialized and the headings completed prior to each meal. (NAVSUP P-486, Vol. I, 2303.2a)	2	
66. Separate forms are prepared for each category of personnel. (NAVSUP P-486, Vol. I, 2303.2a)	2	

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NAVSUP FORM 1292

67. The NS 1292 is properly filled out with all appropriate signatures and initials.
(NAVSUP P-486, Vol. I, 2304)

2

68. A monthly or quarterly audit (based on command procedures was conducted on the monthly records and supporting documents.)
(NAVSUP P-486, Vol. I, 2305)

2

NAVSUP FORM 1334

69. NS 1334 was prepared in all cases where:
a. material was short or lost in shipment, and the value of the loss was less than \$50 per line item
b. food items were lost as a result of physical deterioration, veterinary sampling, damage in handling, fire, water, or similar circumstances, and the value of the loss was \$500 or less per line item (\$1,000 for LHD/CV/CVN). When the loss of several items for the same reason exceeded \$500 per line item (\$1,000 for LHD/CV/CVN) a DD Form 200 was prepared.
(NAVSUP P-486, Vol. I, 6000.3a.6)

2

70. NS 1334 was properly prepared and distributed.
(NAVSUP P-486, Vol. I, 6002)

2

71. Food Service Officer is reviewing the NAVSUP 1334 on each a weekly basis. (NAVSUP P-486, Vol. 1, 6002.1a)

2

72. NS 1334 was properly closed out at the end of the accounting period (or upon relief of the FSO) to include totaling money value and assignment of a document number.
(NAVSUP P-486, Vol. I, 6002)

2

NAVSUP FORM 1357

73. The monthly Ration and Sales Report (NAVSUP Form 1357) was properly prepared. (Use the NS 1357 worksheet (Attachment E) to determine adjective grade (NAVSUP P-486, Vol. I, 7010 and 7011)

50

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	MAX PTS	ASSIGNED PTS
74. All cash deposited was reported as collected and credited to the fiscal year in which the sale took place. (NAVSUPNOTE 7300)	2	
75. The NS 1357 is electronically transmitted to SUP 51 by the 5th day of the month following the end of the reporting period. (NAVSUP P-486, Vol. I, 7010.2)	2	
76. Correct procedures were used for submitting corrected NS 1357s. (NAVSUP P-486, Vol. I, 7015)	2	
77. The NS 1357 is prepared in an original and one copy and distributed as follows: a. Original retained by the FSO. b. Copy provided to the disbursing officer. (NAVSUP P-486, Vol. I, 7012)	2	
78. Messages are forwarded to SUP 51 indicating receipts with charge when the NS 1357 was unable to be submitted on time due to operational necessity. (NAVSUP P-486, Vol. I, 7010.2a)	2	
<u>NAVSUP FORM 1358</u>		
79. The NS 1358 is prepared and electronically transmitted. Original retained by FSO. (NAVSUP P-486, Vol. I, 7210, 7322, 7300)	2	
80. The quarterly General Mess Operating statement (NAVSUP Form 1358) was properly prepared. (Use the NS 1358 worksheet(attachment F) to determine grade). (NAVSUP P-486, Vol. I, 7211)	50	
81. The NS 1358 is electronically transmitted to SUP 51. by the 10th day following the end of the accounting period. (NAVSUP P-486, Vol. I, 7300)	2	
82. A Naval message is forwarded to SUP 51 when returns could not be submitted on or before the date they were required explaining the reason for the delay and anticipated submission date. (NAVSUP P-486, VOL. 1, 7302)	2	

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	MAX PTS	ASSIGNED PTS
AREA II, SECTION A, SUBTOTAL:	260	
<u>B. PROCUREMENT/RECEIPT/STORAGE</u>		
<u>PROCUREMENT</u>		
83. Food items procured from sources other than subsistence Prime Vendor are IAW NAVSUP P-486, Vol. I, 4101. (NAVSUP P-486, Vol. I, 4101)	10	
84. Subsistence items purchased from a foreign source were not excessive in quantity and completely consumed or properly disposed of prior to entering a U.S. port. (NAVSUP P-486, Vol. I, 4102.2d)	5	
85. Operational Rations (MREs), when carried onboard, must have major claimant/TYCOM approval. (NAVSUP P-486, Vol. I, 2605.1c(1))	5	
<u>RECEIPTS</u>		
86. Receipt inspector circled quantity actually received and signed all receipt documents. (NAVSUP P-486, Vol. I, 5204.3)	5	
87. Receipt invoices and delivery documents storeroom custodian accepted responsibility for the custody of the subsistence items received. (NAVSUP P-486, Vol. I, 5206)	5	
AREA II, SECTION B, SUBTOTAL:	30	
<u>C. FOOD SERVICE MANAGEMENT (FSM) AUTOMATED SYSTEM</u>		
88. The most current system back-up is maintained In the Food Service Officer's Accountability File. (NAVSUP P-486, Vol. I, Appendix A)	5	
89. SPAWARSYSCEN's ID number and password have been deleted from the Access Log. (NAVSUP-P 486, Vol. 1, Appendix A)	5	

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	MAX PTS	ASSIGNED PTS
90. FSM users other than the Food Service Officer do not have access to the security module and hardware configuration function. (NAVSUP P-486, Vol. I, Appendix A, Section I)	5	
91. Restricted FSM user control program is followed (NAVSUP P-486, Vol. I, 1302)	5	
92. An instruction was prepared by the Food Service Officer to food service personnel covering the operation of the FSM computer and security. (NAVSUP P-486, Vol. 1, Appendix A, Section I)	5	
93. Daily back-up tapes are properly performed including Friday daybacks held for the current quarter. (NAVSUP P-486, Vol. I, Appendix A, Section II)	5	
94. FSM monthly and quarterly back-up disks created and maintained for the previous four quarters. (NAVSUP P-486, Vol. I, Appendix A, Section II)	5	
95. FSM hardware is properly supported by command PMS (Local governing regulations).	5	
96. FSO has a sealed envelope in the supply officers safe with the log on ID and password for emergencies (NAVSUP P-486, Vol. I, Appendix A)	5	
AREA II, SECTION C, SUBTOTAL:	45	
AREA II, TOTAL:	365	

AREA III: MANAGEMENT

A. GENERAL

1. All levels of supervisory management thoroughly understand all phases of food service operations for which they are responsible. (NAVSUP P-486, Vol. I, Chapter 1)	15	
2. Applicable NAVSUP directives are followed. (Navy Food Service P-476)	10	

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	MAX PTS	ASSIGNED PTS
3. Efforts are continuously made to improve the appearance and general working conditions of facilities and equipment (NAVSUP P-486, Vol. I, Chapter 1)	10	
4. A current "Pledge of Service" is signed and appropriately displayed. (NAVSUP P-486, Vol. I, 1106.2s)	10	
5. All Mess Management Specialists have read Navy Food Service publication P-476. (NAVSUP P-486, Vol. 1, 3003.2)	10	
6. Professionalism of personnel indicates pride in their work. (NAVSUP P-486, Vol. 1, 3200, 3201)	10	
7. Contingencies are established to facilitate meeting commitments during unique operational periods. (NAVSUP P-486, Vol. I, 3300, 3301)	10	
8. Required food service publications and notices are current and up-to-date. (NAVSUP P-476)	10	
9. A Contracting Officer's Representative (COR) has been assigned to the galley and is monitoring the performance of the contractors. (NAVSUPINST 4061.8D)	5	
10. Contractor personnel under mess attendant contracts are not performing issue and receiving functions, nor act as a cook or cook's helper (unless SUP 51 authorization is on hand). (NAVSUPINST 4061.8D)	5	
AREA III, SECTION A, SUBTOTAL:	95	

B. COMMAND RELATIONS

11. An effective relationship exists throughout the command (positive response to request for funds, maintenance of equipment, allocations of manpower, and coordination of special requirements).	10	
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	MAX PTS	ASSIGNED PTS
12. Command/Food Service Division program is in effect to recognize outstanding personnel. (NAVSUP P-486, Vol. I, 1104.4f)	10	
AREA III, SECTION B, SUBTOTAL	20	

C.LETTERS OF AUTHORITY

13. Commanding Officer letter of authority for the sale of meals from the general mess is on file. (NAVSUP P-486, Vol. I, 1113, 2001.1)	2	
14. Food Service Officer has authority from the Commanding Officer to make menu changes; statement of authority is signed by the CO and included on each menu posted. (NAVSUP P-486, Vol. I, 1113.2a, 2000.1)	2	
15. Commanding Officer has designated a control officer for the handling and security of the DD 1544 (NAVSUP P-486, Vol. I, 1113, 2201.1)	2	
16. Food Service Officer has designated in writing a cashier(s) to receive payment for meals sold. (NAVSUP P-486, Vol. I, 2201.1)	2	
17. Food Service Officer has designated in writing an individual to be a collection agent or an authorized custodian. (NAVSUP P-486, Vol. I, 2202.2d)	2	
18. A letter of authorization from the Commanding Officer for the sale of food items is on hand. (NAVSUP P-486, Vol. I, 6301.1)	2	
19. Food Service Officer has written authority for persons other than the mess manager or treasurer to sign requisitions. (NAVSUP P-486, Vol. I, 6302.1)	2	
20. Commanding Officer letter of authorization for a change fund was on file. NAVSUP P-486, Vol. I, 2202.4)	2	
21. Commanding Officer has assigned the Food Service Officer financial accountability for general mess functions. (NAVSUP P-486, Vol. I, 1103, 1113)	2	

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	MAX PTS	ASSIGNED PTS
22. Commanding Officer's letter of authority is on hand appointing an individual to receive subsistence items in the absence of the FSO or his/her assistant. (NAVSUP P-486, Vol. I, 5203, 1113.2b)	2	
AREA III, SECTION C, SUBTOTAL	20	

D. SECURITY

23. The grand master, master, duplicate master, and original keys are properly maintained. (NAVSUP P-486, Vol. I, 1201.1)	5	
24. Command and/or department instruction is in effect providing the location of a special duplicate key locker, control access to the locker, and limits on the use of duplicate keys. (NAVSUP P-486, Vol. I, 1201.1)	5	
25. All padlocks used to secure food service spaces are of a key type and contain dead bolts with pin tumblers of either brass or bronze (NAVSUP P-486, Vol. I, 1201.1h)	5	
26. All storage spaces are identified to indicate function and contents. The person responsible for the space is listed as well as a contact in an emergency. (NAVSUP P-486, Vol. I, 1200.1)	5	
27. A secured safe with a three tumbler combination lock or a locked container within a safe of this type is being used for the safekeeping of funds. (NAVSUP P-486, Vol. I, 2202.2b)	5	
AREA III, SECTION D, TOTAL:	25	
AREA III, TOTAL:	160	

AREA IV: FACILITIES, EQUIPMENT, AND UTENSILS

1. A preventive maintenance program for food service equipment is active, effective, and monitored by food service personnel. (OPNAVINST 4790.4 series)	15	
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	MAX PTS	ASSIGNED PTS
2. Food service equipment was COSAL supported (OPNAVINST 4790.4 series)	10	
3. Thermostats are calibrated for fryers, ovens and grills. (OPNAVINST 4790.4 series; PMS 6532/A-1R)	10	
4. All food service equipment was operative or identified as Out of Commission (OOC) on the Supply Department 8 o'clock reports for afloat units. (Local governing regulations)	5	
5. A phased replacement program was in effect to replace aged food service equipment. (Local governing regulations)	5	
6. Mess gear inventory was conducted on a weekly basis to ensure adequate quantities are available. (NAVSUP P-520, 5009)	5	
7. A three compartment deep sink exists where adequate mechanical washing machines are not installed. Accessory equipment for the sanitizing sink include a booster heater, thermometer, and drip/drain basket. (NAVMED P-5010, Chapter I, Article 1-9)	10	
AREA IV, TOTAL:	60	

AREA V: SAFETY

1. Safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves and machinery guards are in place and in proper operating condition. (NAVSUP P-421, Chapter 3)	10	
2. Support stanchions, toggle pins or safety support chains are in place. (Gen Specs 622, 624B)	10	
3. Preventive maintenance on fire safety equipment (CO2/PKP bottles) was in periodicity. (OPNAVINST 4790.4 series/NSTM 555)	10	

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	MAX PTS	ASSIGNED PTS
4. Personnel are aware of and educated in the proper emergency procedures and use of emergency/safety devices. (NAVSUP P-421, Chapter 3)	10	
5. Safety hazards such as slippery floors, hot pipes, live steam, etc., do not exist. (NAVSUP P-421, Chapter 3)	10	
6. All operating instructions, safety, sanitation, fire precautions, and smoking placards are posted appropriately. (OPNAV 5100.19C, Section C-1902D) (NAVSUP P-421, Chapter 3, P-5010, Article 1-55)	10	
7. Heat Stress Program is in effect with appropriate instructions, logs, forms, and reports being maintained and adhered to. (OPNAVINST 5100.19C, section B-2)	10	
8. Personnel display sufficient caution when handling and operating all utensils and equipment. (NAVSUP P-421, Chapter 3)	10	
9. Integral electrical wiring on all equipment is mounted and secured properly. There is no evidence of electrical shock hazards in any food service space. (OPNAVINST 5100.19C, Section C-9)	10	
10. Emergency lighting (provided by relay operated lanterns) for exits and above the inside door of the general mess spaces, refrigerated and dry provisions storerooms were installed and in good order. (Gen Specs Section 332, paragraph 25)	10	
11. Chill and freeze storerooms are configured with the capability for emergency escape and emergency escape procedures are posted inside. (Gen Specs 638E, para 50/NFPA Regs)	10	
12. A fixed fire extinguishing system is provided over deep fat fryers and continuous doughnut fryers with a 3" travel on fusible links. (Gen Specs 555f/NFPA Regs/ S9555-AR-MMO-010)	10	

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	MAX PTS	ASSIGNED PTS
13. A remote activating station for installed fire fighting system is clearly labeled and is located at the exit to the door away from equipment. (Gen Specs 555F, para 60/ NSTM 555)	10	
14. The deep fat fryer is not operated unattended or without a thermometer inserted. (NAVSUP P-421, 3004.8, 5118.a) (OPNAVINST 5100.19C, Section C-19)	10	
15. Guards were installed over the drive shafts/clutch plate of the scullery dishwashing machine. (Gen spec 651B, para 35)	10	
16. Grease trap pans are provided with latch to prevent slipping out during heavy seas. (MIL-G-2338L)	10	
17. Shunt trip relay that de-energizes the electrical source to the deep fat fryer when the temperature reaches 430° - 460°F is properly working. (Afloat PMS 6539/1R1Q, R2Q/Ashore Tech Manual/Gen Specs 320)	10	
18. Hydrostatic testing of steam jacketed kettles and high compression steam cookers are completed in accordance with maintenance schedule. (NAVSEA Tech, Man. 340.62 OPNAVINST 11010.16 series; PMS 6520/001 A-1)	10	
19. Pull chains on the steam-jacketed kettles were readily accessible without the risk of being burned from the steam relief valve and steam pipe lagging. (Gen spec 651B, para 35)	10	
20. Food service personnel are provided with protective clothing (i.e. rubber gloves and aprons, face shields, and chemical safety goggles) for the performance of their duties. (OPNAV 5100.19C, Section C-19)	10	
21. Knives and cutlery shall be stored and secured in provided knife racks. (GSFS 651)	10	
AREA V, TOTAL:	210	

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	MAX PTS	ASSIGNED PTS
<u>AREA VI: TRAINING</u>		
1. A long and short range training program is established and promulgated. (OPNAVINST 3120.32 series) (NAVSUP P-421, 8005.2, 8005.3)	5	
2. Mess Management PQS program is established and effective. (OPNAVINST 3500.34D)	10	
3. Constructive food service training is conducted on a regular schedule utilizing ship/station and outside resources. (NAVSUP P-421, Chapter 8)	5	
4. Mess Management Specialist training curriculum (Lesson Plans) is being effectively utilized. (NAVSUP P-421, 8005.1)	5	
5. All food service personnel have received a minimum of 6 hours initial and 6 hours annual refresher food sanitation training. Food Service Training Certificates are current for all food service personnel. (NAVMED P-5010, Chapter 1, Article 1-55)	10	
6. A Job rotation plan is established and carried out effectively (NAVSUP P-421, 8006)	10	
7. Individual training records are maintained for all personnel in food service division and consist of: a. Record of physical exam b. Food handlers training certificate c. PARS form d. Job rotation log e. Record of training accomplished f. Profile sheets of exams completed g. PQS for general mess operations h. PQS for BQ operations i. All other information considered pertinent by the respective FSO (NAVSUP P-421, 8005.5) (NAVMED P-5010, Article 1-55)	10	
8. Standards of Conduct training is held annually. (SECNAVINST 5370.2H)	10	

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AREA VI TOTAL:

MAX PTS	ASSIGNED PTS
65	

AREA VII: SANITATION

All articles listed as references come from the NAVMED P-5010, Chapter 1

A. FOOD STORAGE AND FOOD PROTECTION

1. Food and milk are wholesome, procured from approved sources and properly inspected upon receipt. (Articles 1-5, 1-19, 1-24)

15	
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2. Food containers (cans, boxes, bags) are not dented, torn or crushed and are labeled. The integrity of food products are maintained. (Articles 1-28, 1-29)

10	
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3. All milk and milk products are stored at temperatures of 40°F or below until served. Temperature of milk dispenser cabinet is between 32°F to 40°F. The service tubes are cut with a sanitized cutting instrument at a point 1/4" below the termination of the dispensing mechanism. (Article 1-21)

10	
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4. All refrigerated storage spaces (including milk dispensers, refrigerated display cases and salad bars, galley pantry reach-in reefers, bulk reefers, and freezers) are maintained at the following temperatures and have a relative humidity from 85 to 90 percent:

- a. Freezers - 0°F or lower
 - b. Dairy Products Box - 32°-34°F
 - c. Chilled Bulk Storage - 33°-36°F
 - d. Thaw Box - 36°-38°F
 - e. Reach-in Reefer - 34°-40°F
- (Article 1-34)

10	
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5. Fresh and frozen foods are protected from the influence of decayed foods, contamination, and spoilage and correctly loaded to allow for adequate circulation. Food items which have been removed from their original containers and stored in refrigerated spaces are covered with suitable nonabsorbent material with labels indicating contents. frozen foods are correctly thawed and not refrozen. (Articles 1-21, 1-34, 1-39)

10	
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	MAX PTS	ASSIGNED PTS
6. Semiperishable foods are adequately protected from spoilage due to improper storage practices including excessive temperatures and moisture, lack of adequate ventilation, and insufficient stock rotation. (Article 1-32)	10	
7. Prepackaged foods such as salads and Class, I, II, and III sandwiches are made from approved ingredients, properly prepared, labeled, and dispensed. (Article 1-39)	10	
8. Potentially hazardous foods and beverages are Protected from contamination and meet time and temperature requirements as follows: (Article 1-39)		
a. Food items are labeled with time and date prepared and the discard date.	5	
b. Elapsed time in which food is held between 40°F and 140°F does not exceed 4 hours.	5	
c. Food served cold or saved as leftovers are placed in shallow pans (food depth not more than 3") and cooled to 40°F within 4 hours.	5	
d. Leftover foods are not being retained over 36 hours when properly chilled at 40°F or below or 5 hours when maintained hot 140°F or higher.	5	
e. Unsliced bulk meat items prepared within the facility that have been covered and placed directly from cooking into refrigeration are served or disposed of within 60 hours of preparation.	5	
f. Commercially prepared luncheon meat loaves and high moisture cheese are served or disposed of within 120 hours of first being removed from the original container and cut.	5	
g. Dry or semi-dry sausage and hard natural cheeses are visually inspected prior to serving and discarded at the first sign of deterioration.	5	
h. Leftovers are not being frozen.	5	
AREA VII, SECTION A, SUBTOTAL:	115	

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MAX
PTS

ASSIGNED
PTS

B. FOOD SERVICE SPACES, EQUIPMENT AND UTENSILS

9. Refrigerated storage spaces are properly constructed, installed, and cleaned. Frost or glaze ice was not allowed to accumulate more than 1/4" in thickness on the interior surfaces or on the refrigeration coils. (Article 1-34)

5

10. Temperatures of all bulk cold storage spaces are logged at least twice daily. (Article 1-34)

5

11. Food service equipment is installed with adequate (6" ashore, 8" afloat) clearance between floor and equipment. If no part of the floor under the floor mounted equipment is more than 6" from cleaning access, the clearance space may be only 4". (Article 1-8)

5

12. Only food items are stored in food storage space (storerooms, refrigerators, food lockers, etc.) (Article 1-34)

5

13. Thermometers or air measuring devices are readily observable, easily readable, numerically scaled, and accurate to $\pm 3^{\circ}\text{F}$ at the critical range in all refrigerated spaces. (Article 1-34)

5

14. All surfaces of equipment or utensils which come in direct contact with food are impervious, corrosion resistant, of smooth construction and are kept clean and properly sanitized. Cracks/crevices and open seams are sealed to prevent food particles and foreign matter from accumulating (Articles 1-8, 1-15)

5

15. All serving lines and food/salad bars and soup pots (set up on a self -service basis) are equipped with a functional sneeze-shield. (Article 1-40)

5

16. Cutting boards, knives, peelers, and slicers have smooth surfaces and is free of crevices and nicks. (Article 1-15)

5

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	MAX PTS	ASSIGNED PTS
17. Food service equipment and utensils are properly maintained, serviced, cleaned, and sanitized. (Articles 1-8, 1-15)	5	
18. All sponges and cleaning cloths used for cleaning galley utensils and equipment are washed and Sanitized after each meal period. (Article 1-15)	5	
19.. Automatic dishwashing machines meet NSF Standards or equivalent, and are properly cleaned, Maintained, and operated at proper temperatures with approved dishwashing and sanitizing agents. a. Wash temperature: 150°-160°F b. Rinse temperature: 160°-180°F c. Final rinse, temperature: 180°-195°F (Articles 1-8, 1-9)	10	
20. Manual dishwashing is accomplished in Accordance with correct procedures and in Properly designated three compartment sinks. a. Wash temperature: 95°-125°F b. Rinse temperature: 120°-140°F c. Sanitizing temperature: 170° for over 30 seconds or 1 minute in approved sanitizing solution. (Article 1-9)	10	
21. Equipment and utensils are properly air dried, Handled and stored after being washed. (Article 1-9)	5	
22. No unauthorized supplies are present or in use such as unauthorized soap or steel wool. (Articles 1-10, 1-15)	5	
AREA VII, SECTION B, SUBTOTAL:	80	

C. PERSONNEL

23. Personnel performing food service duties are free from communicable diseases and open lesions on the exposed portions of their bodies. (Article 1-53)	5	
24. Food service personnel are physically clean, Wearing clean garments and practicing good personal hygiene and proper food handling procedures. (Article 1-53)	5	

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	MAX PTS	ASSIGNED PTS
25. Caps, hairnets or other effective hair restraints are worn to prevent hair from falling into food. Beards are Completely covered with a "snood" or beard bag at all times while preparing, handling, and serving food or while cleaning and sanitizing food contact surfaces. (Article 1-55)	5	
26. Food service personnel do not use tobacco in any form in areas where food is prepared, served, or stored or where dishes and utensils are washed. "NO SMOKING" signs are posted in these areas. (Article 1-55)	5	
27. Clothing and personal effects of food service Personnel are not kept in food preparation and Serving areas; nor are personnel using these areas for changing their clothes. (Article 1-55)	5	
28. Physical examinations for food service personnel (military, civilian, and contract) are current. (Article 1-53)	5	
AREA VII, SECTION C, SUBTOTAL:	30	
D. <u>WATER AND ICE SANITATION</u>		
29. Sufficient potable water is supplied from Approved sources, protected against contamination and meets current water quality. (Article 1-61)	5	
30. Ice is procured from approved sources, and/or Manufactured from potable water from ice making Machines or ice flakers that are located, installed, Operated, and maintained in a sanitary manner. Ice from approximately 1/4 of the ice machines are Bacteriologically sampled weekly. (Articles 1-61, 1-36)	5	
31. Ice scoops are stored handle up in a freely draining metal bracket outside the ice storage compartment or in) a metal bracket installed with the machine. (Article 1-36)	5	
AREA VII, SECTION D, SUBTOTAL:	15	

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	MAX PTS	ASSIGNED PTS
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E. SEWAGE AND PLUMBING

32. Sewage is disposed into a public sewer system or approved sewage disposal system. (Article 1-61)

5

33. Plumbing, fixtures, and equipment is properly installed to preclude backflow into the potable water supply system. (Article 1-61)

5

34. Other outlets are protected by an air gap twice the effective opening of the potable water outlet diameter. (If the outlet is a distance less than three times the effective opening away from a wall or similar vertical surface, the air gap is three times the effective opening of the outlet). In no case was there an air gap less than 1". (Article 1-57)

5

35. Deck drains which are flushed with water for cleaning or which receive discharges from equipment are properly trapped and free of debris and sludge build-up. (Article 1-57)

5

AREA VII, SECTION E, SUBTOTAL:

20

F. SANITARY FACILITIES, REFUSE DISPOSAL, AND PEST CONTROL

36. Toilet, handwashing sinks and locker rooms are conveniently located and properly equipped. They are maintained in good working order and supplied with soap, proper hand drying equipment such as disposable paper towels and hot hand dryers and toilet tissue. (Articles 1-59, 1-62)

5

37. Heads and locker rooms are clean, neat, free of malodors and in good repair. Head facilities do not open directly into food preparation areas. (Articles 1-59, 1-60, 1-62)

5

38. Garbage and refuse are properly collected in clean, covered, leak- proof containers and stored in a manner which precludes nuisance Conditions or accessibility to insects and rodents. (Article 1-63)

5

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	MAX PTS	ASSIGNED PTS
39. Food service facility is adequately protected against the entry and harborage of insects, rodents, birds, and other pests. An effective pest control program is being carried out under the supervision of trained and certified pest control personnel. (Articles 1-34, 1-64, P-5010 Chapter 8)	5	
40. Conspicuously posted signs in food service and toilet areas instructing personnel to wash their hands with soap and potable water prior to engaging in any food service operation and always after visiting toilet facilities. (Article 1-55)	5	
AREA VII, SECTION F, SUBTOTAL:	25	
G. <u>FACILITY STRUCTURE AND HOUSEKEEPING</u>		
41. Floors, walls, ceiling, and attached equipment are properly constructed, well maintained, and free of accumulated dirt, dust, and food residues. (Articles 1-57, 1-60)	5	
42. The entire facility and surrounding premises used in connection with food service operations are kept neat, clean, and free of litter, refuse, and garbage. (Articles 1-58, 1-63)	5	
43. Adequately shielded light fixtures, vent covers and fans are maintained in good condition and are easily cleanable. (Articles 1-57, 1-58)	5	
44. Food service spaces adequately ventilated and maintained at comfortable temperatures. (Article 1-58)	5	
45. Ventilation hoods and grease filters cleaned of dirt and grease as often as necessary (no less than weekly) to avoid danger of fire. Filters which cannot be adequately cleaned are replaced. (Article 1-58)	10	
46. Interior of ventilation ducting is cleaned at least quarterly. Access plates are provided to gain cleaning access to duct work. (Article 1-58)	10	

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	MAX PTS	ASSIGNED PTS
47. Food service facilities are inspected twice monthly by a Medical Department Representative and findings recorded on NAVMED 6204/1 and retained copies of completed forms maintained by food service management personnel. Sanitation inspections may be performed on a quarterly basis if authorized by the cognizant PMO authority in writing. (Articles 1-65, 1-66)	5	
48. Cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants, and other toxic materials) are properly stored. (Article 1-60)	5	
AREA VII, SECTION G, SUBTOTAL:	50	
H. <u>ASHORE GENERAL MESSES ONLY</u>		
49. Dining areas neat and clean(clean from dirt, dust and food residues). (NAVSUP P-486, Vol. 1, 3701.c)	5	
50. Patron service areas are organized and well stocked. (NAVSUP P-486, Vol. 1, 3701.b)	5	
51. Flooring, ceiling and walls are in good repair (no marks, chips or discoloration). (NAVSUP P-486, Vol. 1, 3701.c)	5	
52. Dining areas contain sufficient lighting. (NAVSUP P-486, Vol. 1, 3701.c)	5	
53. The color scheme of the dining area includes subtle complementing colors. (NAVSUP P-486, Vol. 1, 3701.c)	5	
54. The overall atmosphere is conducive to providing a pleasurable dining experience. (NAVSUP P-486, Vol. 1, 3701.a)	5	
AREA VII, SECTION H, SUBTOTAL:	30	
AREA VII, TOTAL:	365	

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**MAX
PTS**

**ASSIGNED
PTS**

AREA VIII: SHIPBOARD SOLID AND PLASTICS WASTE MANAGEMENT (WRAPS/PRIME)

1. An internal instruction is in place that outlines policy, procedures and responsibilities for solid waste management. (NAVSUP P-486, Vol. 1, 3602) (OPNAVINST 5090.1)

10

2. Food Service personnel recognize the differences between and understand the requirements for handling of food-contaminated and nonfood-contaminated plastic waste. Adequate storage spaces are allocated for the different waste types. (NAVSUP P-486, Vol. 1, 3601)

10

3. Procedures and receptacles (for plastics, pulpables, metal and glass) are in place to promote source separation of wastes in galley, mess and scullery areas. (NAVSUP P-486, Vol. 1, 3602)

10

4. A training program is in place to educate Food Service personnel about the Navy's solid waste reduction program. (NAVSUP P-486, Vol. 1, 3604)

10

AREA VIII, TOTAL:

40

IX. ARMY VETERINARY FOOD SAFETY NCO ASSISTANCE CHECKLIST

A. RECEIPT INSPECTION RESPONSIBILITIES

1. Personnel appointed in the absence of the Food Service Officer to accept or receive food items. (NAVSUP P-486, Vol. 1, 5203)

5

2. Food Service Officer or designated representative are thoroughly familiar with requirements set forth in the Subsistence Prime Vendor contract and solicitation. (NAVSUP P-486, Vol. 1 5103.1)

5

3. Receiving personnel determine and record temperatures of food products at delivery. (NAVSUP P-486, Vol. I, 5103.4)

5

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	MAX PTS	ASSIGNED PTS
4. Corrective action taken on products delivered that do not meet specified temperature requirements. (NAVSUP P-486, Vol. I, 5105)	5	
5. Receiving personnel have correct information, e.g. buy sheets, available to check against vendor's invoice. (NAVSUP P-486, Vol. I, 5103)	5	
6. Less than satisfactory products accepted at time of delivery. (NAVSUP P-486, Vol. I, 5107)	5	
7. Substitute products offered at delivery without prior approval of the FSO. (NAVSUP P-486, Vol. I, 5103.1)	5	
8. If yes to either 6 or 7 above, was mission requirements or necessity the reason. (NAVSUP P-486, Vol. 1, 5103)	5	
9. Receipt personnel able to identify products from sanitarily approved sources. (NAVSUP P-486, Vol. I, 5103.4)	5	
10. Products inspected for shelf life and marking requirements at the time of delivery. (NAVSUP P-486, Vol. I, 5103.2)	5	
11. Veterinary Assistance will be requested, in advance for all load outs/deployments. (NAVSUP P-486, Vol. I, 5101.1)	5	
12. Receiving personnel advise the accountable officer of discrepancies/nonconformances found at the time of delivery. (NAVSUP P-486, Vol. I, 5103)	5	
13. FSO/Leading MS contacted the Prime Vendor (ASHORE FACILITIES) or FISC customer service (AFLOAT GALLEYS) of less than satisfactory deliveries. (NAVSUP P-486, Vol. I, 5105.1)	5	
14. Less than satisfactory products replaced in a timely manner, as required by the Prime Vendor contract. (NAVSUP P-486, Vol. I, 5105.1)	5	

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	MAX PTS	ASSIGNED PTS
15. Food Service Officers will contact the US Army Veterinary Service for advice on any suspected wholesomeness issues. (NAVSUP P-486, Vol. I, 5101.1)	5	
AREA IV, SECTION A, SUBTOTAL:	75	

B. FOOD INSPECTION RESPONSIBILITIES AFTER RECEIPT

16. FSO/Leading MS contacted the Prime Vendor (ASHORE FACILITIES) or FISC customer service (AFLOAT GALLEYS) when discrepancies (latent defects) are detected. (NAVSUP P-486, Vol. I, 5107.2)	5	
17. Food service personnel submit a SF 364 (Report of Discrepancy) to DSCP for action via FISC and TYCOM for afloat commands. (NAVSUP P-486, Vol. I, 5108.1)	5	
18. All food ordered/received meet customers needs and expectations. What products did not? (NAVSUP P-486, Vol. 1, 5103)	5	
AREA IV, SECTION B, SUBTOTAL:	15	

C. STORAGE

19. Care is taken to keep food items away from areas where asphalt, fuel, creosote, or lubricating oils are present. (NAVSUP P-486, Vol. 1, 5700.1)	5	
20. Proper stock rotation being adhered to. (NAVSUP P-486, Vol. I, 5700.3)	5	
21. Hazardous food items are being surveyed and disposed of. (NAVSUP P-486, Vol. I, 5107.2c)	5	
AREA IV, SECTION C, SUBTOTAL:	15	
AREA IV, TOTAL:	95	

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Annotate Last Routine Or Special Product
Compliance

Evaluation Date:

Product(s) Evaluated:

Comments:

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FOOD PREPARATION WORKSHEET
ACTUAL PORTIONS PREPARED VALIDITY CHECK

	DATE	AFRS	MENU/ITEM	UI/HD	1282	CONV	1090
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

ATTACHMENT A

NAVSUP P486 Volume I Food Service Management

NAVSUP 1090 GRADE MATRIX

	A	B	C	D	E	F	G	H	I	
1										A - Actual prepared based on breakout
2										B - All required signed blocks were signed
3										
4										C - Cooking times and instructions were used effectively
5										
6										D - Recipe numbers were indicated for all items served
7										
8										E - "Ran-out" items were annotated with time and actual headcount
9										
10										F - Portions to prepare, actual prepared, and left-overs were documented for all items
11										
12										G - Leftovers (cooked and uncooked) were properly accounted for all items.
13										
14										H - Acceptability factors were properly computed
15										
16										I - Allowed and actual fed blocks were properly filled out
17										
18										
19										Multiply total points by .178 to obtain numerical grade
20										_____X .178 =_____
21										Insert numerical grade in element #34 under assigned points
23										_____ Total Points
24										
25										
Tot										

ATTACHMENT B

NAVSUP P-486 Volume I - Food Service Management

**MENU SAMPLING
(Lunch/Dinner)**

MENU ITEM	APPEARANCE (0-5)	FLAVOR (0-5)	TEXTURE (0-5)	TEMPERATURE (0-5)	TOTAL (0-20)
Soup					
Salad					
Entree					
Vegetable					
Starch					
Dessert					
Bread					
Total					

(The maximum points for each menu item under each section is 5 points. If more than one item per category is served, score each item separately and calculate the average.)

Add total points and multiply by
.107 to obtain numerical grade

_____ x .107 = _____

Insert numerical grade in area IB element
#49 under assigned points

ATTACHMENT C(1)

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MENU SAMPLING (Breakfast)

MENU ITEM	APPEARANCE (0-5)	FLAVOR (0-5)	TEXTURE (0-5)	TEMPERATURE (0-5)	TOTAL (0-20)
Meat					
Eggs					
Starch					
Cereals					
Pastry					
Juices/Milk					
Fruit					
Total					

(The maximum points for each menu item under each section is 5 points. If more than one item per category is served, score each item separately and calculate the average.)

Add total points and multiply by
.107 to obtain numerical grade

_____ x .107 = _____

Insert numerical grade in area IB element
#49 under assigned points

ATTACHMENT C(2)

INVENTORY VALIDITY WORKSHEET
40 LINE ITEM VALIDITY CHECK (20 DRY, 10 FROZEN, 10 CHILL)

GIVE 5 POINTS FOR EVERY ITEM THAT IS WITHIN 95% VALIDITY. MAXIMUM POINTS FOR INVENTORY VALIDITY IS 200 POINTS X .15. INSERT TOTAL POINTS IN AREA IID ELEMENT #50 UNDER ASSIGNED POINTS

I-44

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NAVSUP FORM 1357 WORKSHEET

Evaluate the most recent two quarters worth of NAVSUP Form 1357s. Each element for each monthly NAVSUP 1357 is worth 2 points for a total of 216 points.

	1	2	3	4	5	6	TOT
a. Total receipts with charge during the reporting period agrees with the total on the NS 367 (NAVSUP P-486, Vol. I, 7011)							
b. Ration credits designated by a numerical symbol 2 are supported by a Certification of Rations Issued form. (NAVSUP P-486, Vol. I, 7011)							
c. Undeposited sales at the beginning of the month/patrol cycle (line 1) equals the entry on line (5) of the previous NS 1357. (NAVSUP P-486, Vol. I, 7011)							
d. The Sale of GM Meals (excluding surcharge) (line 2a) equals the sum of the value of the meals sold caption on the DD 1544 and NS 1046. (NAVSUP P-486, Vol. I, 7011)							
e. The Sale of Special Meals (line 2b) is left blank and not used. (NAVSUP P-486, Vol. I, 7011)							
f. The Sale of Bulk Food Items (line 2c) equals the sum of all sales of food items from the general mess. (NAVSUP P-486, Vol. I, 7011)							
g. The Cash Deposited with the Disbursing Officer (line 3) equals the total value of all deposits made with the Disbursing Officer during the month as recorded in the NS 470 and agrees with the value contained in the "Certification" block of the NS 1357. (NAVSUP P-486, Vol. I, 7011)							

ATTACHMENT E

NAVSUP P-486 Volume I - Food Service Management

	1	2	3	4	5	6	TOT
h. Certification block included the disbursing Officer Symbol and CV number. (NAVSUP P-486, Vol. I, 7011)							
i. Cash overages and shortages (including thefts) of \$5 or less generated during the month is explained by a memo on the reverse side of the NS 1357. (NAVSUP P-486, Vol. I, 7011)							
j. Undeposited Sales end of Month/Patrol Cycle (line 5) equals the total dollar value of all cash on hand that is undeposited and uncollected and/or vouchers representing cash in the FSO's accountability. (NAVSUP P-486, Vol. I, 7011)							
k. Disposition of surcharges for meals sold from the general mess was properly accounted for. (NAVSUP P-486, Vol. I, 7011, Notes 1 through 6)							
l. The total dollar amount reported on the "Sales" and "Surcharges, OMN" lines agree with the amount reported in the "Certification" section. (NAVSUP P-486, Vol. I, 7011)							
m. The country code is inserted after the "Country Code" caption of the left side of the line bearing the "Accounting Classification" caption. (NAVSUP P-486, Vol. I, 7011)							

Add total points and multiply by
.231 to obtain numerical grade

_____ x .320 = _____

Insert numerical grade in area IIA element
#73 under assigned points

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NAVSUP FORM 1358 WORKSHEET

Evaluate the most recent two quarters worth of NAVSUP Form 1358s. Each element for each monthly NAVSUP 1358 is worth 4 points for a total of 184 points.

	1	2	Total
a. Balance Brought Forward caption on the receipts section of the Balance Sheet equals the "Balance on Hand" caption on the NS 1358 submitted for the previous period. (NAVSUP P-486, Vol. I, 7211)			
b. Receipts with Charge caption on the receipts section of the Balance Sheet equals the amount reported on the three monthly NS 1357s. (NAVSUP P-486, Vol. I, 7211)			
c. Stores Consumed caption on the expenditure section of the Balance Sheet as posted from the summary of issues to the GM equals issues to the "GM" entry on the NS 367 rounded to the nearest dollar and does not include the value of galley produced bakery products sold. (NAVSUP P-486, Vol. I, 7211)			
d. Survey and Loss Without Survey caption on the expenditure section of the Balance Sheet and NS 367 agrees with the total value of all DD 200s and NS 1334 except for rounding. (NAVSUP P-486, Vol. I, 7211)			
e. Sale of Bulk Food Items caption on the expenditure section of the Balance Sheet equals the total value of line 2c on the three monthly NS 1357s. (NAVSUP P-486, Vol. I, 7210 and 7211)			
f. Transfers with Reimbursement caption on the expenditure section of the Balance Sheet equals the value of food items - turned into stock points and stores ships and transfers to ships stores as reported on the "Expenditure" section of the NS 367. (NAVSUP P-486, Vol. I, 7210 and 7211)			
g. Transfers without Reimbursement caption on the expenditure section of the Balance Sheet equals the value of food items transferred to other GMs as reported on the "Expenditure" section of the NS 367 rounded to the nearest dollar. (NAVSUP P-486, Vol. I, 7210 and 7211)			

ATTACHMENT F

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	1	2	Total
h. Rations fed caption data is summarized and equals the three monthly NS 1357s. (NAVSUP P-486, Vol. I, 7210 and 7211)			
i. Balance on Hand caption on the expenditure section of the Balance Sheet agrees with the "Inventory" entry on the "Expenditure" section of the NS 367 rounded to the nearest dollar. (NAVSUP P-486, Vol. I, 7210 and 7211)			
j. Price Adjustment caption on the expenditure section of the Balance Sheet (+ or -) makes the total expenditure equal to the total receipts. Value is explained on the reverse side of the NS 1358 if in excess of 10% of total stores consumed. (NAVSUP P-486, Vol. I, 7210 and 7211)			
k. Total caption on the expenditure section of the Balance Sheet equals the caption on the receipts section of the Balance Sheet and agrees with the final total of the "Expenditure" section of the NS 367 as modified by rounding. (NAVSUP P-486, Vol. I, 7210 and 7211)			
l. Rations Fed caption does not exceed Rations Allowed caption. (NAVSUP P-486, Vol. I, 7210 and 7211)			
m. Current Basic, Special and Supplemental Allowances as listed in NAVSUPNOTE 7330 series are entered in the appropriate allowance sections. (NAVSUP P-486, Vol. I, 7211)			
n. Over/Under issue carried forward value of up to 2% of the total food allowance of the previous quarter is entered in the allowance section of the current NS 1358. (NAVSUP P-486, Vol. I, 7210 and 7211)			
o. Total allowances caption equals the sum of all allowances and the previous over/under issue carried forward value from the previous quarter. (NAVSUP P-486, Vol. I, 7210 and 7211)			
p. Stores Consumed caption equals the "Stores Consumed" caption in the "Expenditure" section of the "Balance Sheet". (NAVSUP P-486, Vol. I, 7210 and 7211)			

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- q. Returns are submitted to SUP 51 via the administrative/area/type commander with a letter of explanation when over issue in excess of 2% occurs. Maximum over/under issues carried forward to the next quarter does not exceed 2% of total allowances.
(NAVSUP P-486, Vol. I, 7210 and 7211)

1	2	Total

- r. The following signatures were entered on the NS 1358:
 - XO/Personnel Officer certifying rations allowed figure
 - Leading MS
 - FSO
 (NAVSUP P-486, Vol. I, 7210 and 7211)

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- s. NS 1358 with required substantiating documents are properly assembled.
(NAVSUP P-486, Vol. I, 7210 and 7211)

--	--	--

Add total points and multiply by
.329 to obtain numerical grade

_____ x .329 = _____

Insert numerical grade in area IIA element
#80 under assigned points

APPENDIX I

PART II: REVIEW OF ENLISTED FOOD SERVICE OPERATIONS ASHORE

Part II provides check-off lists to (1) guide station audit boards in reviewing ration credit procedures and validating signature head counts, and (2) assist Food Service Officers in preventing or correcting discrepancies frequently surfaced during the inspection of food service operations.

Station audit boards will use Section 1 of Part II, Appendix I as a guide in performing the monthly/quarterly audits required by NAVSUP P-486, Vol. I. When conducting audits, the station audit board will obtain reports of previous audits, inspections and surveys since the last internal audit. These findings will be reviewed to determine actions taken to implement recommendations and to evaluate the adequacy of corrective actions. Summary reports of audit findings will be submitted to Commanding Officers. In situations where problems of a continuing nature are encountered, a copy of the audit report will be furnished to the Navy Supply System Command (SUP 51).

Food Service Officers will use Section 1 as a general guide for review and management control of food service operations regarding signature head count, meal pass controls, collection and deposit of cash resulting from the sale of meals, issuance of flight meals, and physical security of subsistence stocks. As a general rule, Section 1 will be completed in its entirety, or appropriately annotated when respective audit steps are considered inappropriate. In addition, working papers prepared in support of audits will be retained for one year.

Section 2 contains optional, detailed procedures for use by the Food Service Officer and audit board when verifying data reported on NAVSUP Form 1357.

All concerned are encouraged to modify these check-off lists in order to more adequately suit individual food service operations.

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING
FOOD SERVICE OPERATIONS**

	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
<u>HEAD COUNT PROCEDURES</u>			
1. Head count procedures will be reviewed to ensure that:	2303		
a. NAVSUP Form 1291 is serialized and the heading completed prior to meal time to maintain control and prevent loss or misuse of forms.	2303.2		
b. NAVSUP Form 1291 contains the first initial, surname, and meal pass number of each meal recipient, except in the case of transient personnel who also must furnish their command or unit name.	2303.2		
c. All signatures contained on NAVSUP Form 1291 are in ink.	2303		
d. Signatures, legible meal pass numbers, and legible activity designator where applicable are obtained on NAVSUP Form 1291. Signatures are obtained on DD Form 1544 for cash sales of meals.	2303.2b 2306.2d		
e. Physical layout of signature stands/tables are located at strategic points to enable the MAA (Master at Arms) too properly verify that all meal patrons are eligible to pass through the serving line. <i>*MAA authorized in writing by FSO will supervise.</i>	2303.2b		

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING
FOOD SERVICE OPERATIONS**

	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
f. All personnel exhibit both a valid meal pass and identification card.	2306.2b		
g. Immediately after securing the serving line, the Mess Deck Master at Arms (MDMAA) assembles the NAVSUP Forms 1291 and draws an ink line below the last name on each form. The MAA determines the total number of signatures for each category and prepares a NAVSUP Form 1292 in an original and one copy. The MAA will sign the first signature line on NAVSUP Form 1292, and when there is more than one MAA on duty at different meal periods, each will initial the appropriate column (Breakfast, Lunch and Dinner) applicable and each will sign the first signature line.	2304.2a		
h. When groups are fed under mass feeding conditions, the MAA will verify that the number of persons within the group agrees with the number contained on the NAVSUP Form 1292 (ensure MAA actually is verifying by counting personnel in mass feeding groups).	2306.2e		
i. NAVSUP Form 1292 entries for on-duty food service personnel do not include personnel receiving commuted rations.	2306.3c		

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING
FOOD SERVICE OPERATIONS**

	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
j. NAVSUP Form 1292 entries for contract food service personnel do not contain a number exceeding the actual number of personnel on duty during a meal period.	2306.3e		
k. NAVSUP Form 1292 entries for both meals sold for cash and meals sold on a credit basis (contract personnel). Duty cashier signs the second signature line certifying the cash sales.	2304.2b		
l. NAVSUP Form 1292 grand totals and ration credits for each meal are properly computed by the recordskeeper and signed by the recordskeeper on the third signature line certifying the totals.	2304.2c		
m. At the end of each month, a monthly NAVSUP Form 1292 is prepared from the accumulated daily NAVSUP Forms 1291, 1292 and DD Forms 1544.	2304.2b		
n. Monthly or quarterly, at local option, the Food Service Officer submits the monthly NAVSUP Form 1292 and DD Forms 1544, along with the daily NAVSUP Forms 1292 with supporting NAVSUP Forms 1291 to the station audit board	2305.3		
o. Only personnel entitled to rations-in-kind are permitted to eat at government expense.	2000		

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING
FOOD SERVICE OPERATIONS**

	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
p. Only personnel authorized to purchase meals for cash or on a credit basis (contract personnel) are purchasing meals.	2001		
q. Meals furnished to contract food service personnel are properly accounted.	2303.3		
r. Proper certifications for rations issued are acquired when applicable.	2003.1		
s. Certifications are prepared in the proper format.	2003.2		
t. The Food Service Officer is properly advised by the Executive/Personnel Officer of the expected number of rations allowed for all categories of personnel.	2302.2a (1)(2)		
u. Personnel Support Detachment (PERSUPPDET) or command performing personnel and administrative functions is responsible for issue and control of Meal Passes. (NAVSUP Form 1105).	2302.1a		
v. Meal Passes (NAVSUP Form 1105) are preserialized.	2302.1		
w. Issue procedures for NAVSUP Form 1105 are adequate. (Special attention to Reserve and BAS Personnel).	2302.1		
x. Recall and loss procedures for NAVSUP Form 1105 are adequate.	2302.1c		

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING
FOOD SERVICE OPERATIONS**

	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
y. Meal count conversion factors used to determine ration credits agree with the applicable conversion factors contained in NAVSUPNOTE 7300.	2500.1		
<u>MONETARY CONTROL PROCEDURES</u>			
1. Cash collection and handling procedures will be reviewed to ensure that:			
a. On-hand cash funds are current. (Count cash in the presence of the collection agent using the cash verification sheet contained at the end of Part II, Section 1, Appendix I and determine whether the count is in agreement with general mess cash records and the change fund advanced by the Disbursing Officer.)	2202.3,4		
b. Cashiers and collection agents have adequate safekeeping facilities for funds, and they are properly safeguarded.	2202.2b-d		
c. Funds are being deposited properly and deposit records properly certified.	2202.3		
d. Proper signatures are in the Cash receipt Book (NAVSUP Form 470).	2202.2e		
e. Collections for the sale of food items are received in a timely manner.	2202.2b 2202.1		

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING
FOOD SERVICE OPERATIONS**

	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
f. Collections for the sale of meals on a credit basis are received in a timely manner. A detailed breakdown of all undeposited sales from the last monthly 1357 with age of accounts should be provided.	2201.2c		
g. Daily records are maintained on the sale of meals.	2201.1b (2)-(6)		
h. Overages and shortages in cash are properly administered.	2201.1b(5)		
i. Overages and shortages are investigated and corrective actions taken to prevent reoccurrence.	2201.1b(5)		
j. The change fund is properly administered.	2202.4		
k. Funds are verified and audited at least once each month on different dates and at unannounced times.	2202.4		
2. Review sales procedures to ensure that:			
a. The authority for the sale of food items is properly documented.	6300.1		
b. The authority for sale of meals is properly documented.	6300.2		
c. The Cash Meal Payment Book (DD Form 1544) is being used to document cash sales of meals.	2201.1b (2)-(5)		

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING
FOOD SERVICE OPERATIONS**

	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
d. The sale of meals on a credit basis is authorized and NAVSUP Form 1046 is properly maintained.	2201.2(b)		
e. Basic charges and surcharges for meals purchased from the general mess are at the rates issued in a Naval message from SUP 511.	2200.1		
f. Sale prices on food items are properly administered.	6304.1		
g. Sales of meals to civilian contract food service personnel are properly documented and the contractor properly reimburses these sales.	2303.3		
h. The sale of meals to on-duty food service personnel receiving commuted rations are properly accounted for at each meal,(non consumption log) ensuring that these personnel are not eating meals at government expense.	2201		
<u>SECURITY/ CONTROL OF SUBSISTENCE INVENTORIES</u>			
1. Review and evaluate procedures for receiving and storing subsistence items giving special attention to:			
a. The quality of receipt check-in and/or inspection.	5101- 5103		

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING
FOOD SERVICE OPERATIONS**

	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
b. The storage and safekeeping of subsistence, particularly evaluating controls over limited storage life items whose use beyond the recommended storage periods may involve hazard to health.	5704.4,5		
c. The processing of required paperwork to ensure prompt and proper recording of quantities received and unit prices.	5400-5404		
d. The identification and disposal of unsatisfactory food items and their prescribed reporting by use of the Unsatisfactory Material Report (Subsistence) (DD Form 1608). Evaluate the effectiveness of the action taken to preclude future receipt of such unsatisfactory items.	5205 5300-5301		
2. Review and evaluate key handling procedures for food service spaces.			
a. The grand master key for food service spaces is in the custody of the supply officer.	1202.3		
b. The master and duplicate keys are maintained in accordance with existing requirements.	1202.3		
c. Original keys to food service spaces are handled in accordance with existing requirements.	1202.3		

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING
FOOD SERVICE OPERATIONS**

	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
<u>INTERNAL MANAGEMENT CONTROL</u>			
1. Review and evaluate internal management control procedures for issue of food items from storeroom to galley and disposition of prepared and unprepared leftovers.			
a. The NAVSUP Form 1282 is being used for issue and turn-in.	6101		
b. Document number control log is used and breakout documents are preserialized.	6101.1		
c. Senior mess management specialist on duty prior to issue approves breakout documents.	6101.2		
d. Responsible personnel sign NAVSUP Form 1282 at time of issue or turn-in.	6101.3		
e. Unprepared (unopened) food items returned to storeroom for credit.	6101.3		
f. Food Preparation Worksheet (NAVSUP Form 1090) is properly prepared and document number assigned.	3101,		
g. NAVSUP Form 1090 is reviewed by Food Service Officer, and original retained in accountability file.	3101.4,5		

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CASH VERIFICATION WORKSHEET

In the possession of: _____
(Name)

(Title) (Location)

Denomination	No.	Amount	Denomination	No.	Amount
--------------	-----	--------	--------------	-----	--------

Bills:	\$100	\$	Coins:	\$1.00	\$
	50			.50	
	20			.25	
	10			.10	
	5			.05	
	2			.01	
	1			Total Value of Coins \$	

Total Value of Bills \$ _____ Other: \$ _____

TOTAL CASH COUNT \$ _____

I certify that cash in the amount of \$ _____, as listed above, was returned to me intact on this date by _____ representing the Station Audit Board at

(Activity)

(Collection Agent)

(Date)

SECTION 2: PROCEDURES FOR VERIFICATION OF ENTRIES ON THE NAVSUP FORM 1357

1. Verify that the grand total of rations, line 16 on NAVSUP Form 1357, is the same as total ration credit on the monthly NAVSUP Form 1292.
2. Verify that each of the categories under "Ration Breakdown" on the NAVSUP Form 1357 can be traced to the monthly NAVSUP Form 1292. I
3. Verify that under "Ration Breakdown" on NAVSUP Form 1357, the total of lines (2) through 14 equals line 15.
4. Verify that under "Cash Statement" section of Form 1357, line 1 represents the value of line (5) on the preceding month's NAVSUP Form 1357.
5. Verify that under the "Cash Statement" section of NAVSUP Form 1357, line 4 includes a total of overage/shortages with a memo on reverse side stating cause.
6. Verify that on NAVSUP Form 1357, except for rounding off, line 3 on "Cash Statement" section equals cash received by disbursing officer under "Certification" section.
7. Verify the amounts reflected on the three Lines of "Accounting Classification" section equal the total cash received by the Disbursing Officer under the "Certification" section.
NOTE: The third line of the "Accounting Classification" section replaces DD Form 1131 for surcharge deposits to O&MN appropriation.
8. Verify that on NAVSUP Form 1357, the time period shown in the "Certification" section agrees with the time period shown on the top line of the report.
9. Verify that an audit of cash has been conducted by the Food Service Officer in accordance with para. 2201.1 b(4)(c) of NAVSUP Pub 486, Volume I.
10. Verify that a copy of the monthly cash audit conducted by the Food Service Officer is filed with the monthly NAVSUP Form 1357.

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